



**SAP Training**



# Organizational Management Overview OM200




Slide 1

Welcome to the Project BEACON SAP *Organizational Management Overview* training. The Organizational Management (OM) module is used for defining and maintaining org units, job classes, positions, and persons occupying positions. It is based on a concept of creating and linking objects. This in turn establishes relationships and inheritance of attributes.

**Notes:**

**Brain Teaser Trivia**



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**Notes:**

## SAP Training — Welcome and Introductions

Welcome to the *Organizational Management Overview* course.

- Introductions
- Sign-in sheet
- Tent cards
- Rest rooms
- Breaks
- Parking Lots
- Classroom etiquette
  - Cell phones off
  - No side conversations




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The course introduction is an opportunity to get to know the others who are attending class as well as to agree on classroom courtesy. The instructor will inform you about the building facilities and when breaks will occur.

Please make sure you receive the credit you deserve for attending class by signing the attendance sheet.

**Notes:**



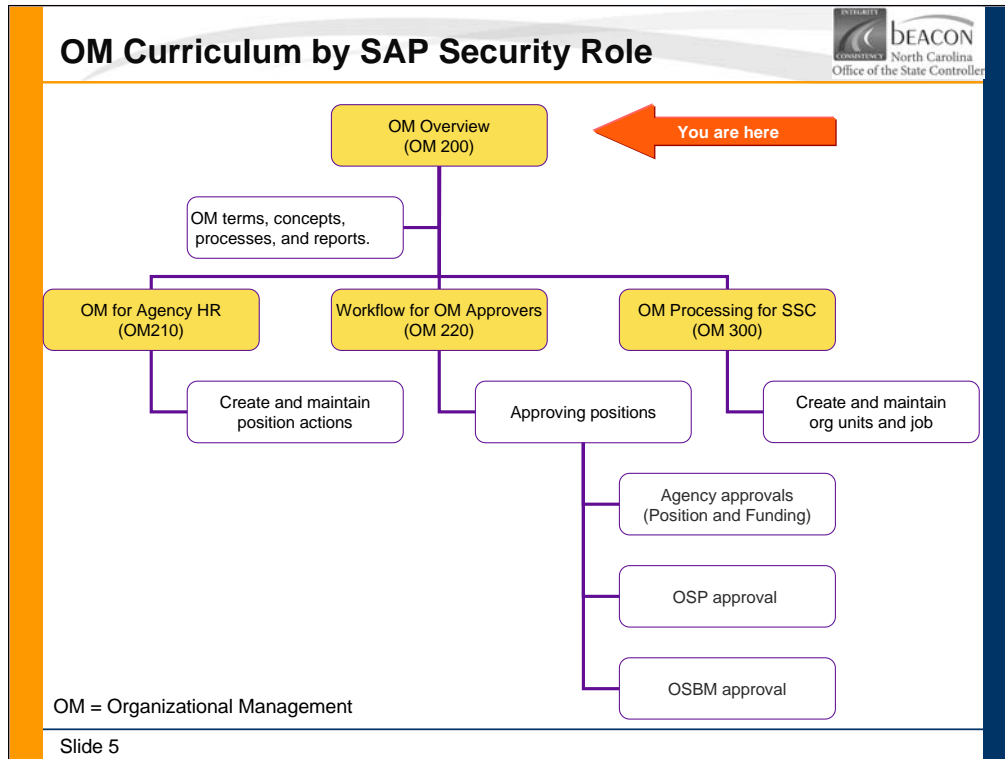
## Prerequisites

- Pre-requisites
  - BEACON Overview, BC100
  - SAP Basic Navigation, BC110
  - Personnel Administration Overview, PA200


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### Notes:

Please notify your instructor by raising your hand if you have not completed all of the listed prerequisite courses. This course is for those individuals working at state agencies and BEST Shared Services who have been granted authorization to display the organizational structure.



**Notes:**



## Course Map – Organizational Management Overview

- Lesson 1: PA Overview
- Lesson 2: OM Concepts
- Lesson 3: Displaying the Organizational Structure
- Lesson 4: OM Processes and Reports
- Lesson 5: Course Review


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**Notes:**

### Course Objectives

Upon completion of this course, you should be able to:

- Define Organizational Management (OM)
- Identify components of the OM structure
- Display the organizational structure in SAP for your agency/department
- Identify OM reports




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This course is intended to give HR professionals an understanding of SAP's Organizational Management module. This course will provide you with demonstration and practice for displaying the organizational and staff assignment structure.

### **Notes:**

### Strategy for Training

- Tell me**  
**Concepts**  
Instructor will discuss the process, responsibilities, and describe the transactions – LISTEN
- Show me**  
**Demonstrations**  
Instructor will demonstrate job-related tasks performed in SAP – HANDS OFF
- Let me**  
**Exercises**  
Student will complete the exercises which allows for hands-on practice in class – HANDS ON
- Support me**  
**Availability**  
Instructor will be available to answer questions while the students complete the exercises.



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The *Overview of Organizational Management* Student's Guide provides a copy of the PowerPoint presentation used in the classroom training. You will observe that space is available for you to write notes. You can use the guide as a reference when you return to the workplace. For example, you can use the exercises for practicing in the SAP training environment.

**Notes:**



## Reference materials

- Student Guide
- Job Aids
- Other resources
  - Online help
  - Simulations
  - Work instructions



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Simulations let you practice using SAP in a clearly defined and safe environment. Each simulation has instructions to guide you through the task. Simulations are available only for select transactions.

### Notes:

### Online help

- Provides step-by-step procedures by screen
- Includes links to complete step-by-step procedures that you can print
- Includes links to simulations

To access BEACON Help, select the **Help > BEACON Help** menu option from any SAP ERP screen.




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**Notes:**

## Your Training Responsibilities

- Attend the applicable training class
- Be actively involved and participate in training
- Practice after training
- Pass the Level 2 skills assessment



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This course, as is true with all of the HR courses, is not designed for your specific Division or Agency procedures and policies. The training does not include all of the scenarios you encounter in your current job role. Instead, the courses in the Organizational Management curriculum are designed with two purposes in mind:

- To give you the basic knowledge and skills you need in order to perform your tasks in the SAP application as well as to perform any related business processes.
- To demonstrate how you can further develop your skills by using the classroom materials, Work Instructions, Online Help and practice sessions to continue your SAP education after training is completed.


As you can see, you play an active role in your training development. The BEACON SAP HR/Payroll training is designed to ensure that you have the information you need in order to perform your duties and responsibilities.


### Notes:

### Icebreaker Activity – SAP Navigation Tip

When asked by your instructor, please introduce yourself by stating your:

- Name
- Job role
- Agency
- Assigned SAP navigation tip

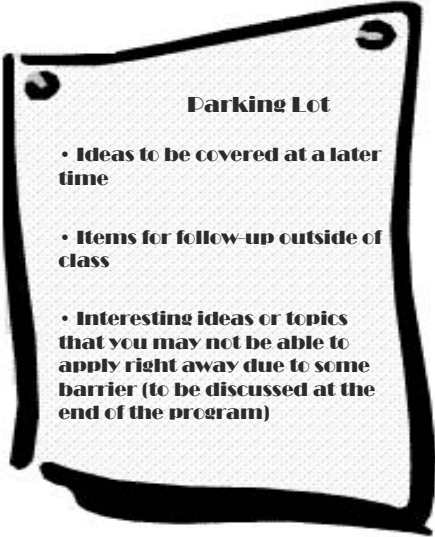




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This icebreaker serves as a quick review of some key SAP navigation tips that were presented in *SAP Basic Navigation*, BC110, web course.

**Notes:**



**The Parking Lot**

- Ideas to be covered at a later time
- Items for follow-up outside of class
- Interesting ideas or topics that you may not be able to apply right away due to some barrier (to be discussed at the end of the program)




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The *Parking Lot* poster will be used to record any concerns, expectations, and questions that cannot be answered during the class. If needed, your instructors will follow up with answers to questions that could not be answered in class.

When you think of a concern, write it on a sticky note, which are on the tables. During a break or exercise period, place your note on the Parking Lot. You may write more than one expectation or concern, but each should be on a separate sticky note.

Time permitting, the instructor will read and address each one at the conclusion of the class. If an expectation or concern cannot be addressed in class, the instructor will place it on a parking lot, research it, and provide the class with a response at a later date.

**Notes:**

**Brain Teaser Trivia**


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fish  
na

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Credits: Most of the Frame Games© used were created and authorized for use on the NIEHS Kids Pages by Terry Stickels, who also presents new Frame Games© on a weekly basis for USA WEEKEND.com.

**Notes:**

**Course Map – Organizational Management Overview**



Lesson 1: PA Overview

Lesson 2: OM Concepts

Lesson 3: Displaying the Organizational Structure

Lesson 4: OM Processes and Reports

Lesson 5: Course Review


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**Notes:**

## Lesson 1 Objectives

Upon completion of this lesson, you should be able to define key Personnel Administration (PA) concepts.

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North Carolina  
Office of the State Controller

This course is designed to provide you with general knowledge about Personnel Administration and how to display data.

**Notes:**



## SAP's Foundational Structures



**Display Organizational Assignment**

Personnel No: 70220379 Name: DICK AMOROSO  
 EE Group: P SPA Bi-Weekly PersA: 1501 Transportation  
 EE Subgroup: A1 FT N-FLSAOT Perm Status: Active  
 Start: 01/01/2007 to: 12/31/9999 Chng: 05/31/2007 T68055

**Enterprise structure**

CoCode: NC02 STATE OF NC  
 Pers Area: 1501 Transportation Subarea: NC00 Tday Interface  
 Cost Ctr: 0000150076 3 Div Adm Bus Area: 1500 Dept of Transportation  
 Fund: WF01 DOT ADMIN FUND

Func. Area: 000001

**Personnel structure**

EE group: P SPA Bi-Weekly Pay area: 04 NC Biweekly  
 EE subgroup: A1 FT N-FLSAOT Perm Contract

**Organizational structure**

Percentage: 100.00  
 Position: 54217251 003010307204  
 Job key: 30004195 TRANS ENGRNR SUPVR  
 Org. Unit: 14200340 TRANSPORTATION EN  
 Org. key: 1701 DOT DIV 3 TRAFFI


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## Notes:

Before we explain in more detail the purpose, attributes, and relationships of each OM object, it is important to review SAP's foundation data structure for employee master data which is comprised of the **Enterprise Structure**, and the **Personnel Structure**. This structure is displayed on the *Organizational Assignment (0001)* infotype. The above slide shows the Organizational Assignment infotype for Dick Amoroso, a sample employee. Let's take a look at each of the data fields within these two structures.

**Note:** We will review the organizational structure in the next lesson.

## Enterprise Structure



North Carolina  
Office of the State Controller

Infotype Edit Goto Extras System Help

**Display Organizational Assignment (0001)**

Org Structure

Personnel No	95301554	Name	Whitney INT30-4705-AC07-B-B1-1		
EEGroup	8	SPA Law Enforcement	PersA	4701	Crime Control & Public Safety
EESubgroup	81	FT S-FLSAOT Perm	Statu	Active	
Start	03/19/2007	to	12/31/9999	Chng	06/07/2007 TGR055

**Enterprise structure**

CoCode	NC01	STATE OF NC
Pers area	4701	Crime Control & Public Safet Subarea
Cost Ctr	4700000000	CCPS
Bus. Area	4700	Crime Control and Public S
Fund	472610001	STATE HIGHWAY P,
Func. Area	6000000000000001	

**Personnel structure**

EE group	8	SPA Law Enforcement	Pay area	04	NO Monthly
EE subgroup	81	FT S-FLSAOT Perm	Contract		

**Organizational plan**

Percentage	100.00	
Position	59901010	HIGHWAY PATR
Job key	30003105	HIGHWAY PATROL SEF
Org. Unit	14910505	4960221000
Org. key	47014796200000	SHP - Troop B District 1


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## Notes:

SAP uses the following areas to organize organizational and employee information:

- Enterprise Structure
- Personnel Structure
- Organizational Plan Structure

## Enterprise Structure



North Carolina  
Office of the State Controller

LEF Infotype Edit Goto Extras System Help

**Display Organizational Assignment (0001)**

Org Structure

Personnel No	95301554			Name	Whitney INT30-4705-AC07-B-B1-1		
EEGroup	8	SPA Law Enforcement	PersA	4701	Crime Control & Public Safety		
EESubgroup	B1	FT S-FLSAOT Perm	Statu	Active			
Start	03/19/2007		to	12/31/9999		Chng	06/07/2007 T6R055

**Enterprise structure**

CoCode	NC01	STATE OF NC					
Pers.area	4701	Crime Control & Public Safet Subarea			NC01	7day Norm	
Cost Ctr	4700000000	CCPS	Bus. Area	4700	Crime Control and Public S		
			Fund	472610001	STATE HIGHWAY P		
Func. Area	6000000000000001						

<b>Personnel structure</b>						
EE group	8	SPA Law Enforcement	Payr.area	01	NC Monthly	
EE subgroup	B1	FT S-FLSAOT Perm	Contract			

<b>Organizational plan</b>			
Percentage	100.00		
Position	59901010	HIGHWAY PATR	
		HIGHWAY PATROL SEF	
Job key	30003105	HIGHWAY PATR	
		HIGHWAY PATROL SEF	
Org. Unit	14910505	4960221000	
		SHP - Troop B District 1	
Org.key	47014796200000		

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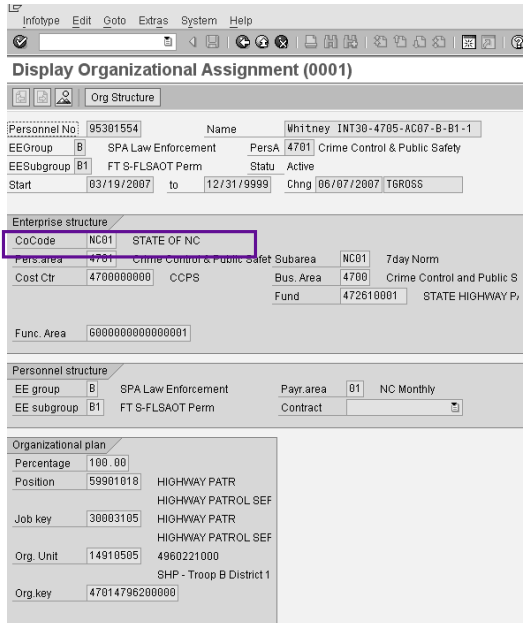
## Notes:

The Enterprise structure defines the legal structure of the State of North Carolina and is comprised of:

- Company Code
- Personnel Areas
- Personnel Sub-Areas
- Cost Center
- Business Area
- Fund
- Functional Area

## Company Code

- The company code allows for independent accounting.
- Multiple company codes can exist.



The screenshot shows the SAP 'Display Organizational Assignment (0001)' screen. The 'Enterprise structure' section is expanded, and the 'CoCode' field is highlighted with a red box, showing the value 'NC01' and the text 'STATE OF NC'. Other fields visible include 'Personnel No.' (95301554), 'Name' (Whitney INT30-4705-AC07-B-01-1), 'EEGroup' (B), 'SPA Law Enforcement', 'PersA' (4701), 'Crime Control & Public Safety', 'EESubgroup' (B1), 'FT S-FLSAOT Perm', 'Status' (Active), 'Start' (03/19/2007), 'to' (12/31/9999), 'Chng' (06/07/2007), 'T6R0SS', 'Cost Ctr' (4700000000), 'CCPS', 'Bus. Area' (4700), 'Crime Control and Public S', 'Fund' (472610001), 'STATE HIGHWAY P', 'Func. Area' (600000000000000001), 'EE group' (B), 'SPA Law Enforcement', 'Payr. area' (01), 'NC Monthly', 'EE subgroup' (B1), 'FT S-FLSAOT Perm', 'Contract', 'Organizational plan', 'Percentage' (100.00), 'Position' (59901010), 'HIGHWAY PATR', 'Job key' (30003105), 'HIGHWAY PATROL SEF', 'Org. Unit' (14910505), '4960221000', 'SHP - Troop B District 1', and 'Org. key' (47014796200000).

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## Notes:

A **Company Code** is an HR integration point with SAP financial accounting applications and is an integral part of an employee's HR record through the connection with Personnel Administration. The Company Code represents the highest levels of the organizational structure. The State of North Carolina will use two company codes: NC01 and NC02. All agencies, except Transportation and Employment Security Commission, use NC01.

### *NC01 – State of North Carolina - NCAS*

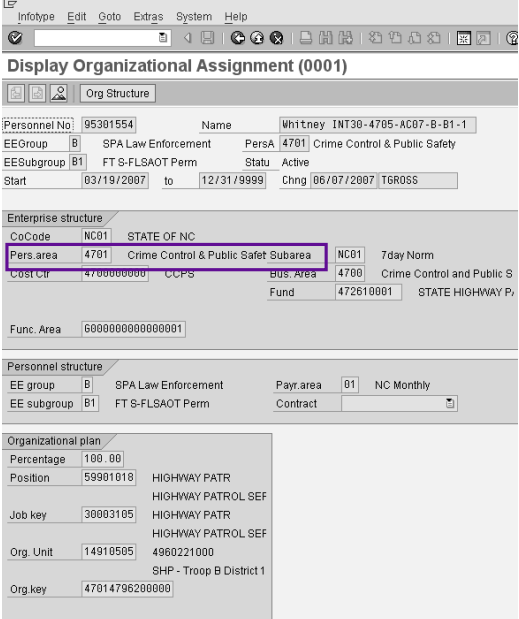
NC01 represents primary government agencies and component units which use NCAS (North Carolina Accounting System) as their main accounting system. Until NCAS is replaced, payroll financial postings from company code NC01 will be interfaced to NCAS.

### *NC02 – State of North Carolina – DOT & ESC*

NC02 represents any primary government agency or component unit that does *not* use NCAS as its primary accounting system, but is included in the HR/Payroll project for processing payroll transactions. These agencies or component units have their own accounting system and chart of accounts, and require payroll entries to be interfaced to their accounting systems.

## Personnel Area

- Designates specific agency for Payroll
- Related to Company Code
- Assigned at the position level and defaults to the employee's record



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## Notes:

The **Personnel Area** is tied directly to the Company Code and is used by Payroll to identify the specific agency for whom the employee works. A Company Code can include one or more Personnel Areas. Personnel Area is important for selecting dates for reporting. Personnel areas determine where wages and salaries are posted and from where they are paid. Some examples are:

### Company Code NC01

- 1401 State Controller
- 1601 Environmental and Natural Sciences
- Z101 State Personnel
- 8701 School of Science and Math

### Company Code NC02

- 1501 Transportation
- 4401 Employment Security Commission

## Personnel Subarea

- Assigned at the position level and defaults to the employee's record
- Defines Time Management rules

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### Subarea – Personnel Subarea

The **Personnel Subarea** further defines the Personnel Area. The Personnel Subarea is identified by a four alpha-numeric code and has been designed to identify various working schedules so that Time Management can define groups of specific time entry rules (for example, 7-day schedule; 24/7 etc.) Personnel subarea groups similar jobs to conform to time and attendance rules. There are five key elements that determine an employee's Personnel Subarea assignment:

- Calendar assignment
- Relationship to the state (regular vs. temp vs. elected vs. contractor)
- Quota accrual rules/requirements
- Work schedule rule (to restrict the available work schedules)
- Working period (which defines Overtime period)

See the *Personnel Area and Subarea (PSA) Job Aid* for detailed information concerning the relevant PSAs associated with each Personnel Area.

### Notes:

## Miscellaneous Fields

- Cost Center
- Business Area
- Fund
- Functional Area

**Display Organizational Assignment (0001)**

Personnel No: 95301554 Name: Whitney INT30-4705-AC07-B-01-1

EEGroup: B SPA Law Enforcement PersA: 4701 Crime Control & Public Safety

EESubgroup: B1 FT S-FLSAOT Perm Statu: Active

Start: 03/19/2007 to: 12/31/9999 Chng: 06/07/2007 T6R0SS

**Enterprise structure**

CoCode: NC01 STATE OF NC

Pers.area: 4701 Crime Control & Public Safet Subarea: NC01 7day Norm

Cost Ctr: 4700000000 CCPS Bus. Area: 4700 Crime Control and Public S

Fund: 472610001 STATE HIGHWAY F

Func. Area: 6000000000000001

**Personnel structure**

EE group: B SPA Law Enforcement Payr.area: 01 NC Monthly

EE subgroup: B1 FT S-FLSAOT Perm Contract

**Organizational plan**

Percentage: 100.00

Position: 59901010 HIGHWAY PATR

Job key: 30003105 HIGHWAY PATROL SEF

Org. Unit: 14910505 HIGHWAY PATROL SEF

Org. Unit: 4960221000 SHP - Troop B District 1

Org. key: 47014796200000

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## Notes:

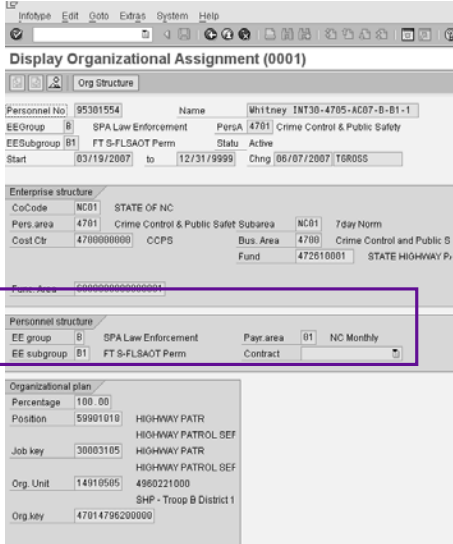
The **Cost Center**, **Fund**, and **Functional Area** fields will default from the Organizational Unit and therefore be grayed out. There is only one Functional Area for the whole *State*. There is only one default Cost Center and one default Fund per *Agency*. Neither the Fund or the Functional Area are associated with the position.

A **Business Area** is a unit within a company code used by Finance. The Business Area is the lowest level at which a complete set of income statements and balance sheets can be processed. The Business Area represents a separate area of operations or responsibilities within an organization.

In most cases, the Business Area represents an Agency. The exceptions are:

- Justice (SBI)
- HHS (403-b)
- CCPS (Highway Patrol)

## Personnel structure



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The Personnel structure is comprised of:

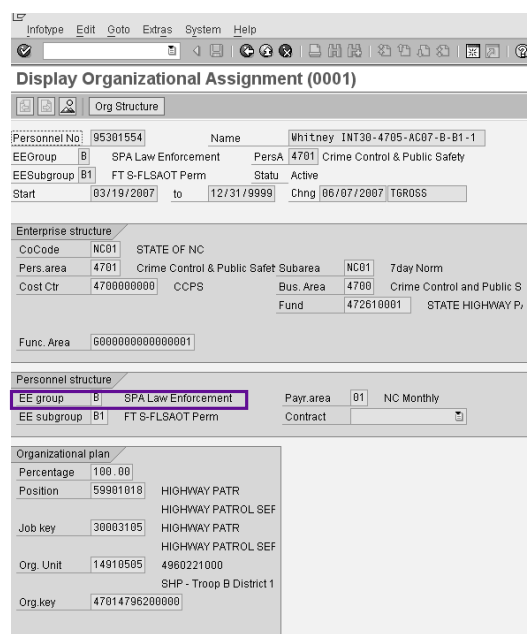
- Employee Group
- Employee Subgroup
- Payroll Area

**Notes:**



## Employee Group

- Assigns employee appointment type
- Establishes rules for calculating leave and managing pay



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In addition to identifying the employment status and the employee's relationship to the State, the **Employee Group** also establishes business rules for calculating leave and personnel calculation rules for managing employee pay. This also provides for benefit eligibility determination in concert with further use in alternative reporting combinations. The table below illustrates just a few examples of the State of North Carolina Employee Groups.

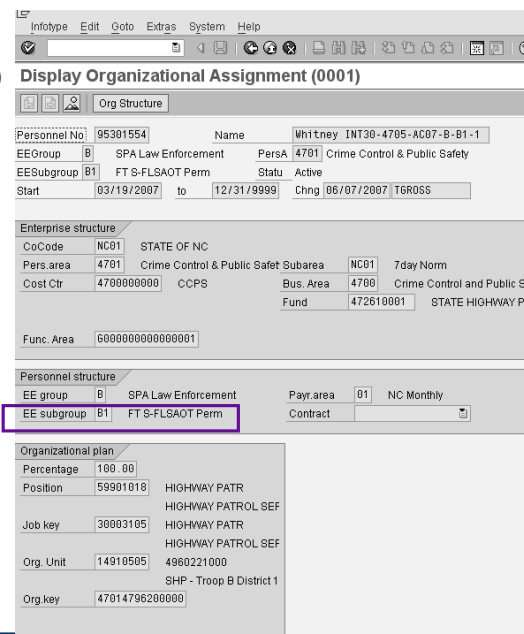
- |   |   |
|---|---|
| A | SPA Employees (Subject to Personnel Action employees)                                   |
| B | SPA Law Enforcement   |
| O | Supplemental Staff (temporaries, pick up firefighter, National guard, contractor, etc.) |

See the *Employee Groups and Subgroups Job Aid* for detailed information concerning the Employee Group field values.

### Notes:

## Employee Subgroup

- Defines employee work status (full time, part time) and the work schedule
- Determines detailed and specific calculation rules for employee pay
- Defines subject or not subject to FLSA Overtime (OT)



The screenshot shows the SAP 'Display Organizational Assignment (0001)' interface. The 'Personnel No.' is 95301554, 'Name' is Whitney, and 'INT30-4705-AC07-B-B1-1'. The 'EEGroup' is B (SPA Law Enforcement) and 'EESubgroup' is B1 (FT S-FLSAOT Perm), which is highlighted with a red box. The 'Start' date is 03/19/2007, 'to' is 12/31/9999, and 'Chng' is 06/07/2007. The 'Enterprise structure' shows 'CoCode' NC01 (STATE OF NC), 'Pers.area' 4701 (Crime Control & Public Safet Subarea), 'Cost Ctr' 4700000000 (CCPS), 'Bus. Area' 4700 (Crime Control and Public S), 'Fund' 472610001 (STATE HIGHWAY P), and 'Func. Area' 6000000000000001. The 'Personnel structure' shows 'EE group' B (SPA Law Enforcement) and 'EE subgroup' B1 (FT S-FLSAOT Perm), which is also highlighted with a red box. The 'Organizational plan' shows 'Percentage' 100.00, 'Position' 59901010 (HIGHWAY PATR), 'Job key' 30003105 (HIGHWAY PATROL SEF), 'Org. Unit' 14910505 (4960221000), and 'Org. key' 47014796200000 (SHP - Troop B District 1).

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The **Employee Subgroup** defines whether the employee is subject or not subject to the Fair Labor Standards Act (FLSA) overtime, and full-time/part-time status. It is also used to determine other types of Personnel Calculation Rules specific to the combination of groups and sub-groups. The employee subgroup for the Personnel Calculation Rule allows payroll to define different payroll procedures for different employee subgroups. Some examples are:

- A1 FTN-FLSAOT Perm [Full Time Not-(subject to) FLSA Overtime – Permanent]**
- B1 FTS-FLSAOT Perm [Full time Subject (to) – FLSA Overtime – Permanent]**
- Y8 PTS-FLSAOT Trne [Part-time Subject (to)-FLSA Overtime –Trainee]**

The employee groups and subgroups are the same as those used in PMIS; however, they are organized very differently. There are many combinations of Employee Groups and Subgroups in SAP. If the incorrect Employee Group and Subgroup are entered, it impacts time, work against, dual employment, benefits, and pay. As discussed in PA200, you can continue to see why accuracy is so critical when data is entered.

See the *Employee Groups and Subgroups Job Aid* for details concerning the various groups and subgroup combinations.

### Notes:

## Payroll Area

- Describes the pay frequency and payroll cycle for each employee
- Defaults based on personnel area, personnel subarea, employee group, and employee subgroup
- Examples** – Monthly, Biweekly

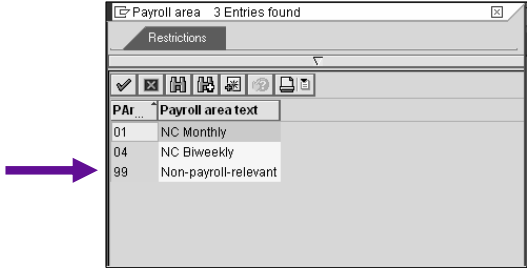
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The **Payroll Area** is derived from a combination of personnel area, personnel subarea, employee group and employee subgroup. The payroll area determines payroll cycle.

### Notes:

## Payroll Area

- Used as a selection to execute SAP payroll.
- Determines pay period, start date, end date, pay date and payroll frequency.



- Each employee is assigned a payroll area.

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Payroll accounting is performed for each payroll area.

SAP uses payroll areas to group together employees from whom payroll is run at the same time, and also to set the dates for the payroll period.


**All temporary positions are in the biweekly cycle!**

### Notes:

## Lesson Review


In this lesson, you learned to identify and define basic SAP Personnel Administration (PA) concepts.

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**Notes:**

## Knowledge Check – Lesson 1




T	F	Question
<input type="checkbox"/>	<input type="checkbox"/>	1. The Employee Subgroup arranges employees by their type of status, and establishes business rules for calculating leave.
<input type="checkbox"/>	<input type="checkbox"/>	2. The Employee Group defines more detailed and specific processing for payroll calculation rules, for example, if employee is subject or not subject to FLSA.
<input type="checkbox"/>	<input type="checkbox"/>	3. The Payroll Area describes the pay frequency and payroll cycle for each employee.
<input type="checkbox"/>	<input type="checkbox"/>	4. The Company Code is the highest level of the company structure as defined by Finance.
<input type="checkbox"/>	<input type="checkbox"/>	5. The Personnel Area further defines employees in order to identify various working schedules so that Time Management can define groups of specific time entry rules.
<input type="checkbox"/>	<input type="checkbox"/>	6. The Personnel Subarea is used to identify the specific agency for whom the employee works.

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**Notes:**

**Course Map – Organizational Management Overview**



Lesson 1: PA Overview

**Lesson 2: OM Concepts**

Lesson 3: Displaying the Organizational Structure


Lesson 4: OM Processes and Reports

Lesson 5: Course Review

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**Notes:**

**BrainTeaser Trivia**



- 1.
2. Blame
3. Blame

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**Notes:**



## Lesson 2 objectives

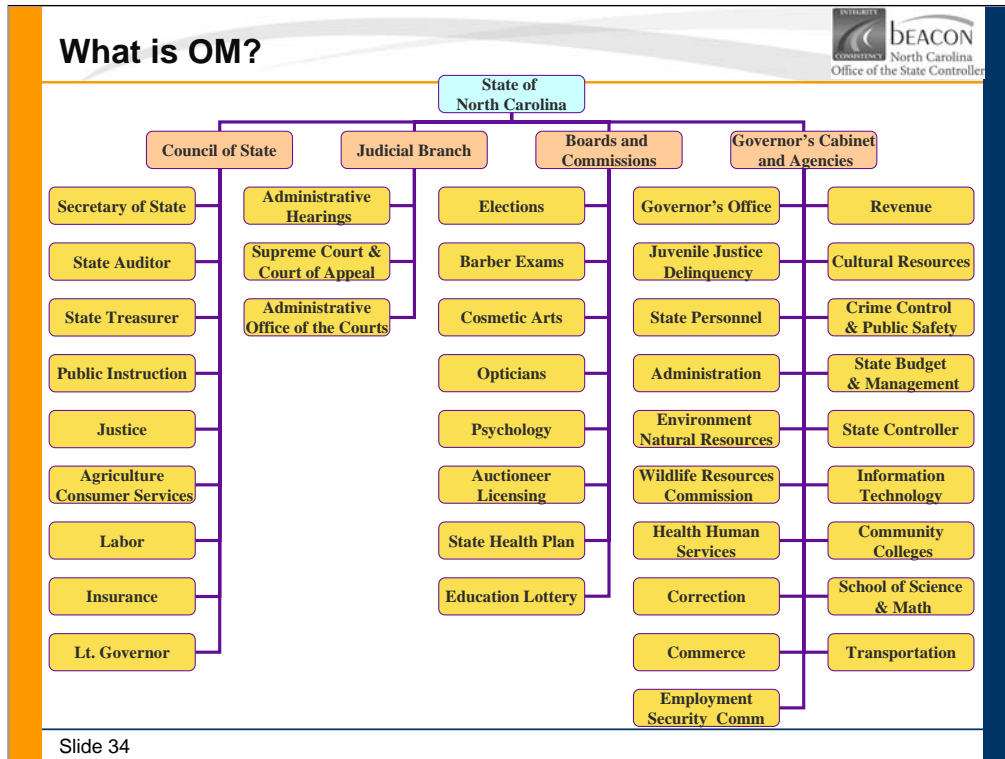


Upon completing this lesson, you should be able to:

- Define key concepts of Organizational Management (OM)
- Define key terms related to OM
- Identify components of the OM Structure
- Describe the difference between a job and a position

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**Notes:**

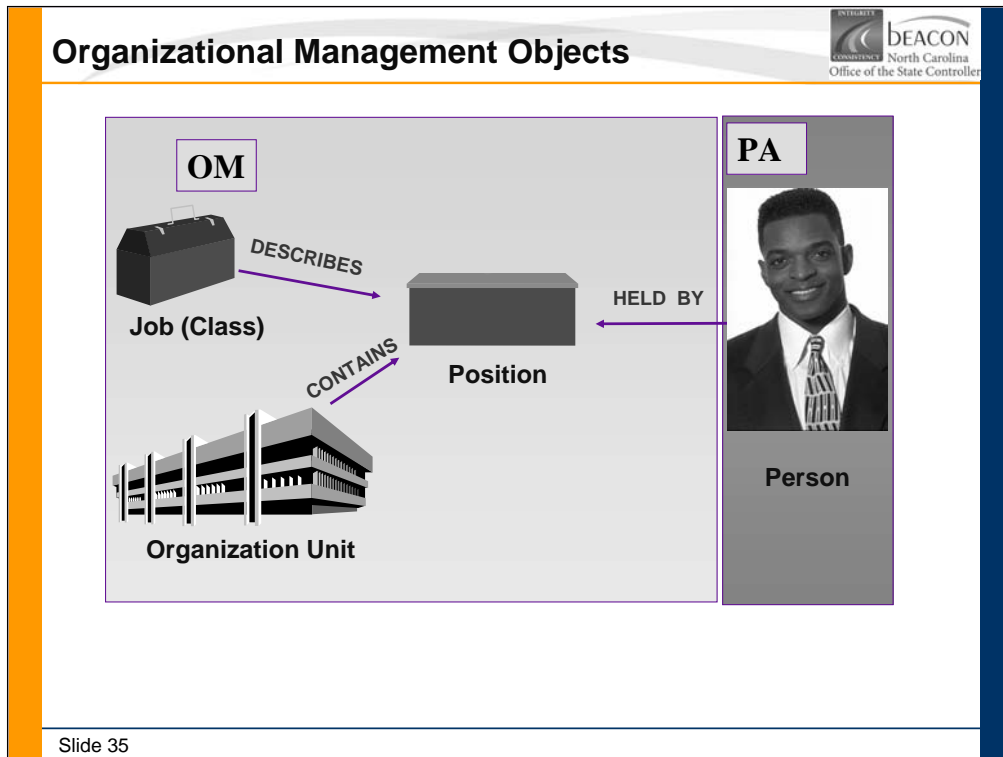


## Notes:

OM is a component within the HR Module that maintains a model of the State of North Carolina's organizational structure. The OM module provides a clear picture of the organization at any point in time: past, present or future. This information allows an organization to be proactive in planning for future human resource needs.

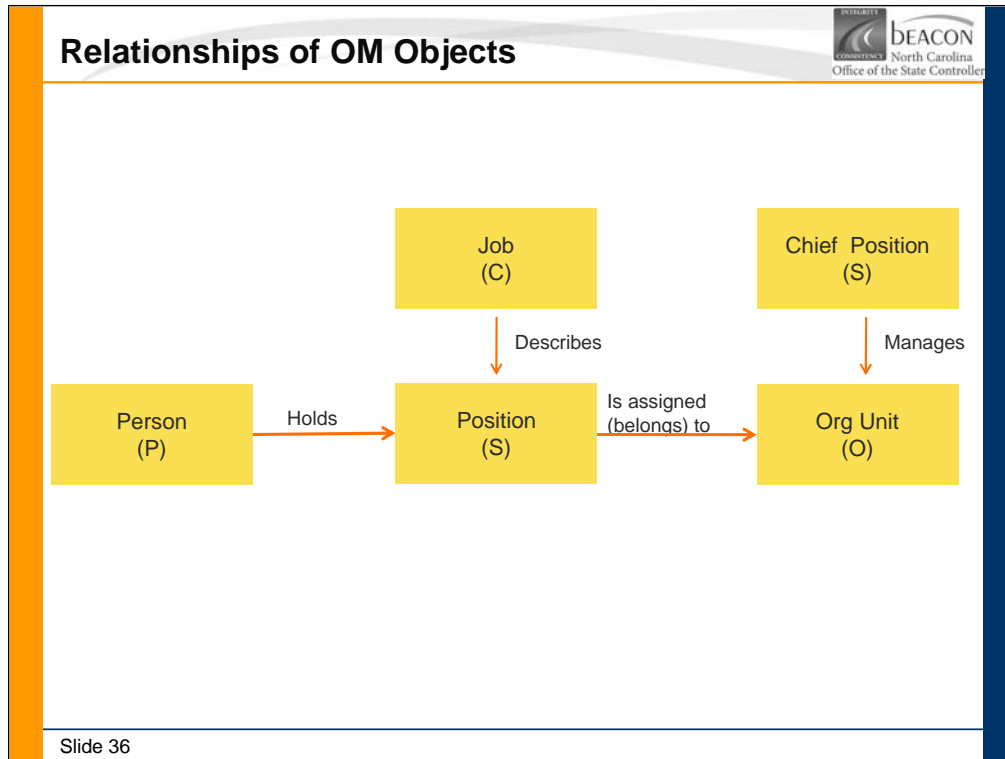
- OM is used to set up organizational and reporting hierarchy.
- OM uses relationships to manage the display of data.
- OM is used to construct and maintain an enterprise organizational chart.
- OM groups employees by function / business unit / geographical area.
- OM defines the cost distribution and salary for each position.

**Note:** OM actions/changes relate to PD118 actions in PMIS.



Organizational Management is based on the concept that each element in an organization represents a stand-alone object with individual characteristics. These objects are created and maintained separately, then linked together through relationships.

**Notes:**



## Notes:

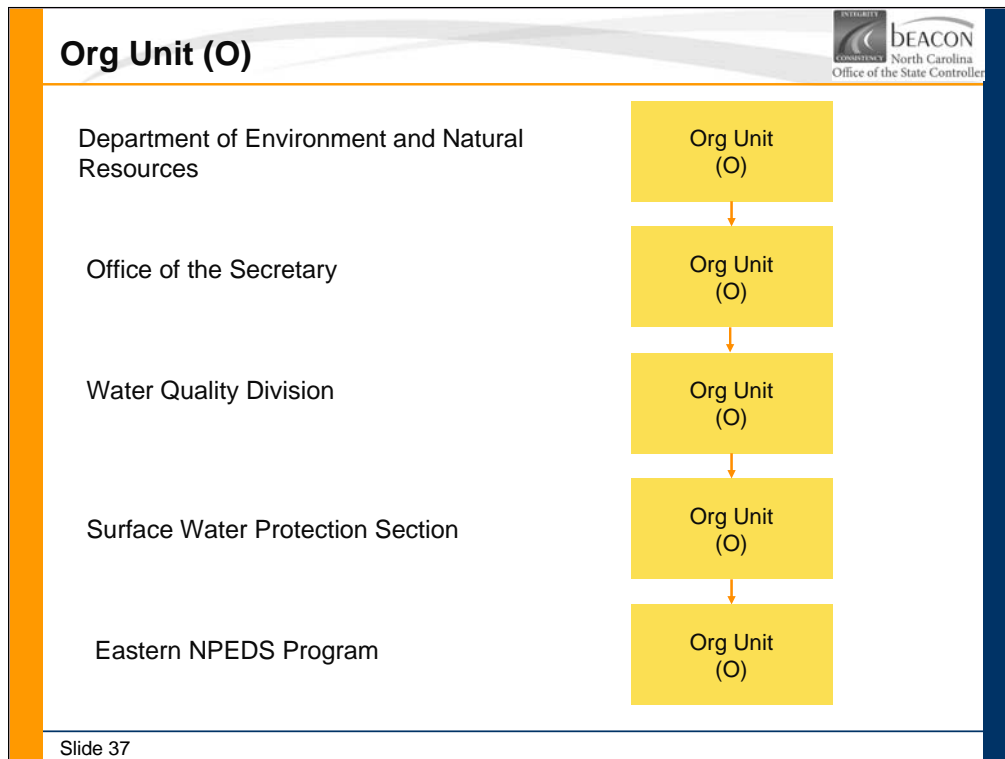
The primary elements that comprise an organizational hierarchy are:

- Organizational Unit (org unit)
- Job
- Position
- Persons
- Cost Centers

Objects have:

- Attributes
- Relationships

You begin with the org unit. Within the org unit, a position is created. The position is linked to a job, and a person fills the position.



### **The SAP code for an org unit is “O”.**

An Organizational Unit (org unit) is the functional unit of the State of North Carolina (or any organization).

An org unit can be the State of North Carolina, Agencies/departments, divisions, sections, branches, work groups, or units throughout the organization.

Org units are linked together to represent the organization charts.

An unlimited number of org units can be created within an organizational plan.

Relationships between org units are identified to determine the hierarchy within the organizational structure.


Org units are defined by agency/department.

Org units are maintained by OM Administrator at BEST Shared Services.

### **Notes:**

## Position (S)

- A Position
  - Belongs to an org unit.
  - Represents a set of tasks performed by a person.
  - May be classified as Chief position.
  - May be vacant or occupied by persons (employees).
  - A number of positions are based on the same job.
  - As a rule, each position represents one employee.



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### Notes:


**The SAP code for a Position is “S”.**

The position number is assigned sequentially by SAP.  
Hence there is no logic to the number assignment.

## Position to Position Relationships


A Position can

- Report to another position, such as the Personnel Analyst position “reports to” the Human Resources Director.
- Be a line supervisor of another position, such as the Human Resources Director “is line supervisor of” the Personnel Analyst.



Position:  
Personnel Analyst

Reports to  
Is line supervisor of

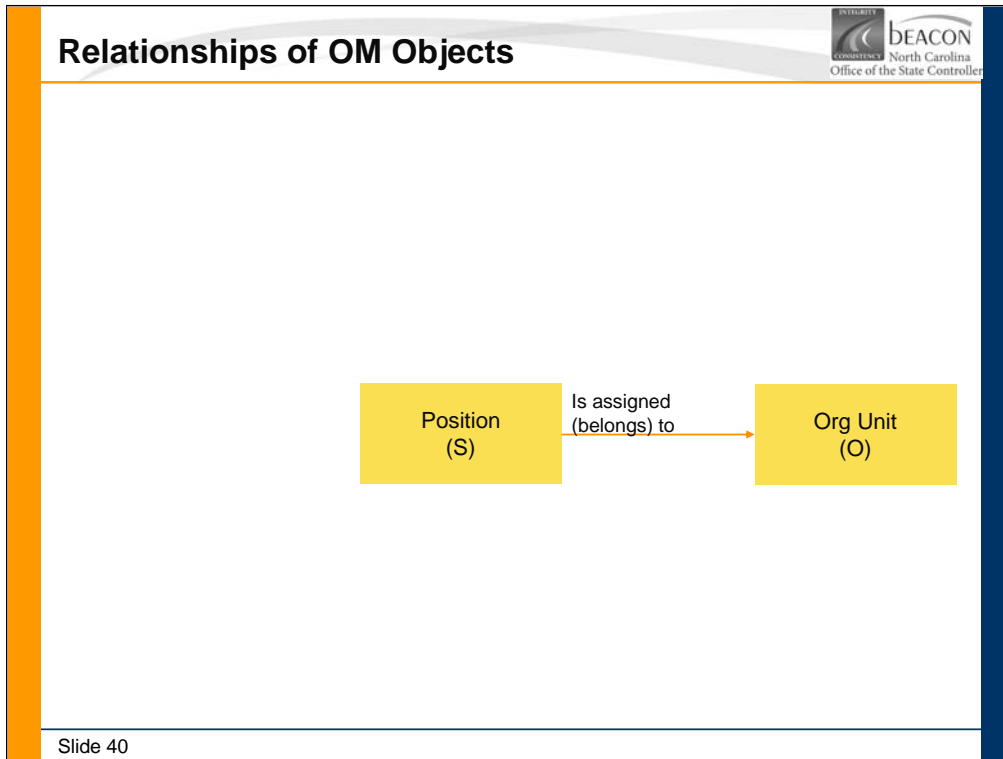


Position:  
Human Resources Director

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The formal relationships between positions is used to build the **Reporting Structure**.

**Notes:**



A Position belongs to an Org Unit.

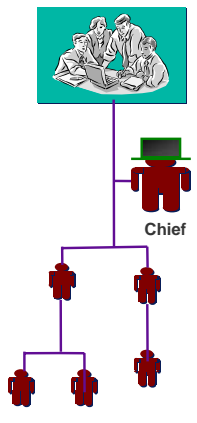
An Org Unit incorporates a Position.

Positions inherit attributes of job and specific classifications of work duties are appended.


**Notes:**



## Chief Position



- Manages the org unit and any subordinate org units
- One Chief per org unit
- Can be the Chief of multiple org units




Slide 41


Some positions are designated as Chief positions to indicate span of control.

**Notes:**

## Job (C)



- Describes the general classification of functions and duties that are identical across the State
- Is not occupied by persons (employees)
- Is used as the basis for creating positions (Multiple positions can be described by one job)
- Defines EEO, job group, and census codes
- Is defined and created by OSP
- Maintained in SAP by OM Administrator
- Is part of a Job Branch which is part of a Job Family



Slide 42

**NOTES:**

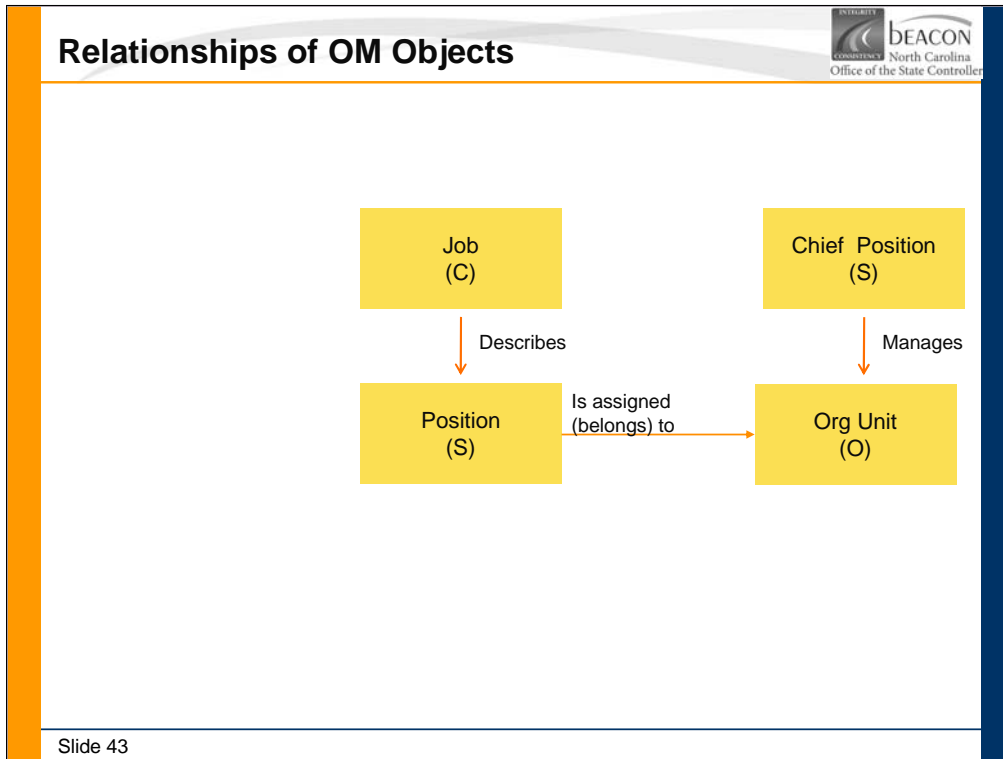
**The SAP code for a job is “C”.**

A Job is the foundation from which positions are created.

A Job is a general *classification* of duties and attributes.

Typical attributes are: function, Job Family, FLSA status and role. One Job can be used to create many positions. A Job is identified by a unique number.

When you hear the term *class* or *classification* you will immediately know that a job is being referenced. Of course, the converse is also true—when you hear job, you will know it is a *class*.




A job is a class.

Jobs are general classifications of tasks routinely performed together and is the template from which positions are created.

A Position inherit attributes of a job.

**Notes:**



## Job versus Position

Job	Position
<ul style="list-style-type: none"> <li>• Defines general classification of functions and duties that are identical across the State</li> <li>• Has a one to many ratio to positions</li> <li>• Defines EEO, Job Group, and Census Codes</li> <li>• Is not held by a person (employee)</li> <li>• Is the basis for creating positions</li> <li>• Is maintained by Shared Services</li> </ul>	<ul style="list-style-type: none"> <li>• Represents specific tasks performed by a person</li> <li>• Has a many to one ratio to jobs</li> <li>• Belongs to an org unit</li> <li>• Inherits attributes from the job and org unit</li> <li>• Held by a person</li> <li>• May be classified as Chief position</li> <li>• Is maintained by Shared Services</li> </ul>

Position	59033448	100000000022	ADMINISTRATIVE OFFIC
Job key	300000003		ADMINISTRATI ADMINISTRATIVE OFFIC

Slide 44

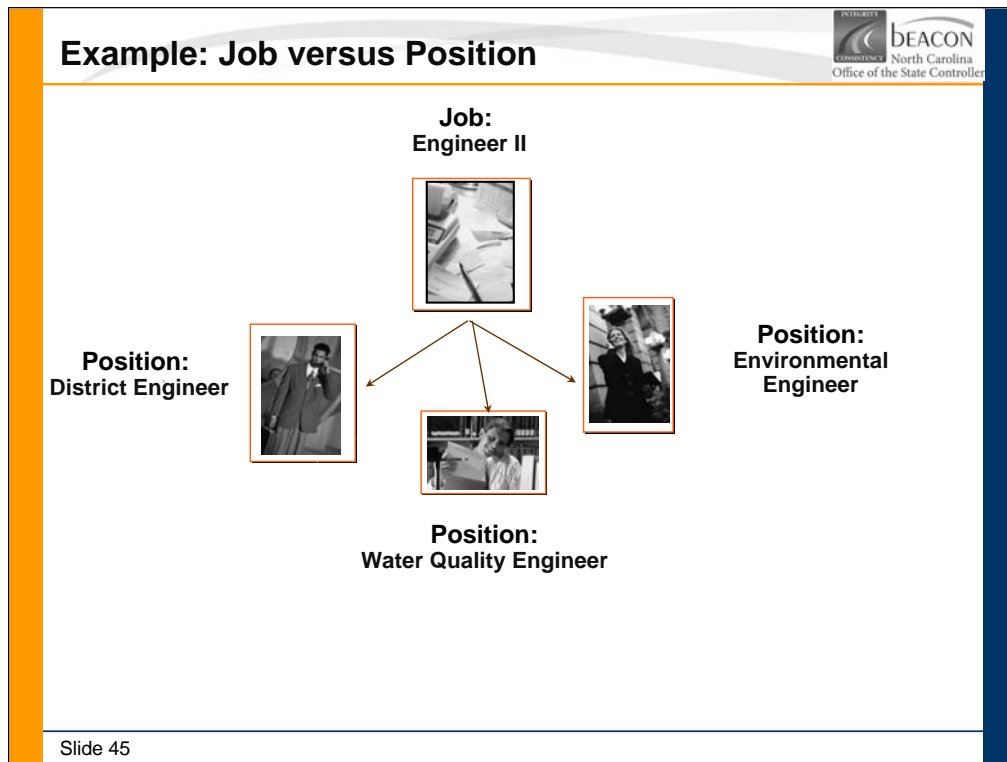
In the following example, there may be several different types of Office Assistant (OA) positions in the organization. Each OA position has its own specific tasks and duties; however, some general information is common to all OA positions. For example, the EEO, Job Group, Census Code, and some tasks are applicable to all OA positions. That general information is created in the job and then used as a template to create the various OA positions. The specific information pertinent to each OA position is then added at the position level.

### **Job – Office Assistant**

#### **Positions:**

- Human Resources Assistant
- Accounting Assistant
- Inventory Assistant

### **Notes:**



An example of a Job (class) and its related positions is engineering. There may be several different types of engineers in the organization. Each engineer position has its own specific tasks and duties; however, some general information is common to all engineer positions. That general information is created in the job and then used as a template to create the various engineer positions. The specific information pertinent to each engineer position is then added at the position level.

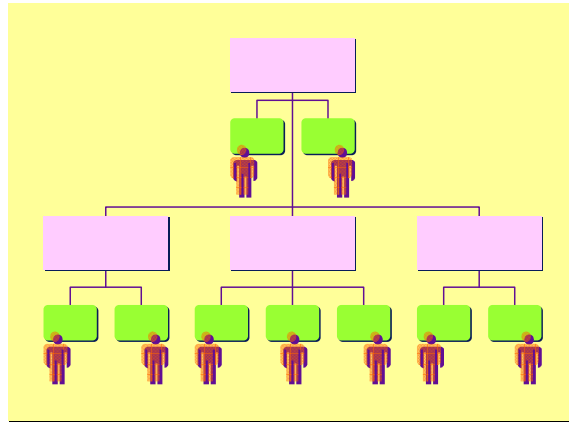
The relationship between jobs and positions is the same in both graded and banded jobs and positions.

### Notes:

Official Job (Class) Title	Position (Working) Title
<ul style="list-style-type: none"> <li>Engineer (graded)</li> </ul>	<ul style="list-style-type: none"> <li>Water Quality Engineer</li> <li>Air Quality Engineer</li> <li>Building Systems Engineer</li> <li>County Maintenance Engineer</li> <li>Elevator Engineer</li> <li>Environmental Engineer</li> </ul>
<ul style="list-style-type: none"> <li>Forestry Technician (banded)</li> </ul>	<ul style="list-style-type: none"> <li>County Ranger</li> <li>Nursery Technician</li> <li>District Ranger</li> </ul>

## Person (P)

- A person is assigned to a position.
- A person inherits the attributes of all related OM objects.
- Personnel data is created and maintained via Personnel Administration by
  - Agency HR
  - Employee Self-Service
  - Manager Self-Service
  - BEST Shared Services

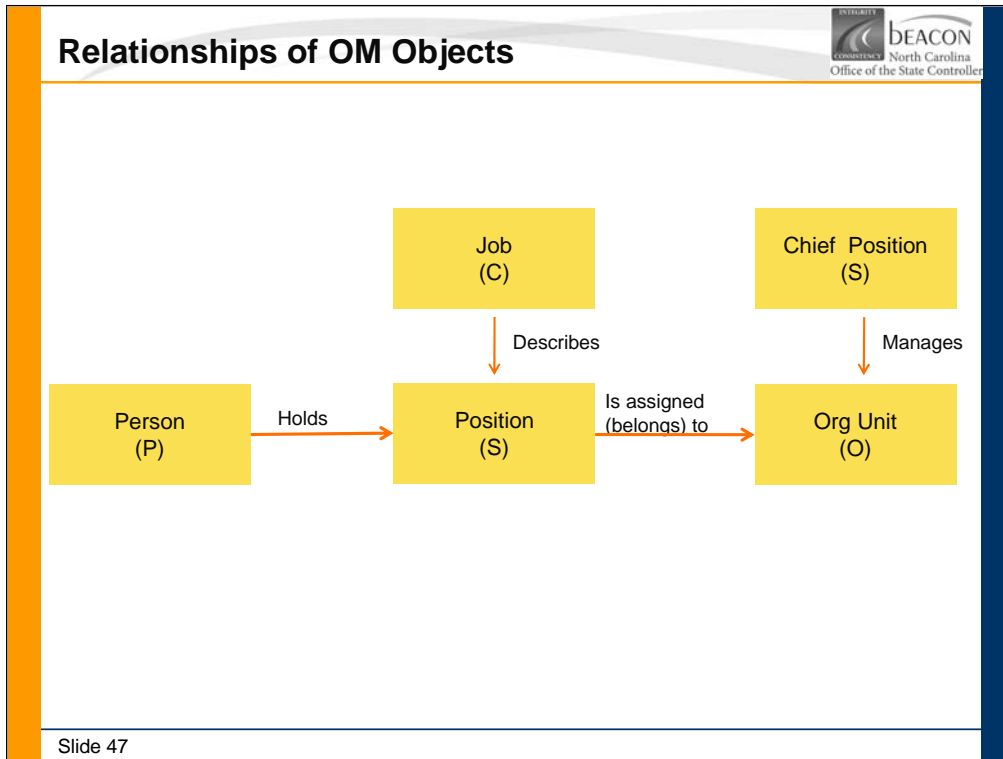


Slide 46

### Notes:

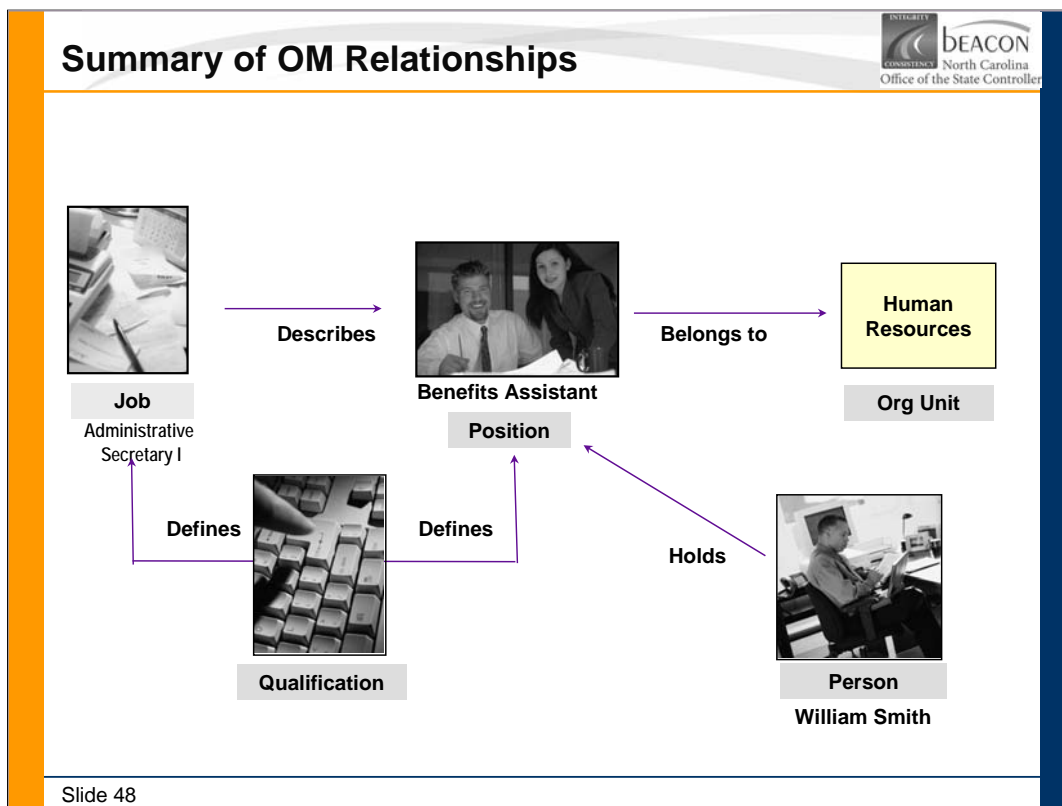
**The SAP code for a person is "P".**

Persons represent employees and are the central object in the Personnel Administration module. The object Person refers to the physical person who fills a given position.



**Persons** hold (occupy) positions.

**Notes:**




Organizational Management is based on the concept that each element in an organization represents a stand-alone object with individual characteristics. These objects are created and maintained separately, then linked together through relationships, such as those indicated above, to form a network which has the flexibility to handle human resources needs.

### Notes:



## SAP's Foundational Structures



**Display Organizational Assignment**

Personnel No: 70220379 Name: DICK AMOROSO  
 EE Group: P SPA Bi-Weekly PersA: 1501 Transportation  
 EE Subgroup: A1 FT N-FLSAOT Perm Status: Active  
 Start: 01/01/2007 to: 12/31/9999 Chng: 05/31/2007 T68055

**Enterprise structure**

CoCode: NC02 STATE OF NC  
 Pers Area: 1501 Transportation Subarea: NC00 Tday Interface  
 Cost Ctr: 0000150076 3 Div Adm Bus Area: 1500 Dept of Transportation  
 Fund: WF01 DOT ADMIN FUND  
 Func. Area: 000001

**Personnel structure**

EE group: P SPA Bi-Weekly Pay area: 04 NC Biweekly  
 EE subgroup: A1 FT N-FLSAOT Perm Contract

**Organizational structure**

Percentage: 100.00  
 Position: 54217251 003010307204  
 Job key: 30004195 TRANS ENGRNR SUPVR  
 Org. Unit: 14200340 TRANSPORTATION EN  
 Org. key: 1701 DOT DIV 3 TRAFFI


Slide 49

In the first lesson, we reviewed the Enterprise and Personnel structures. Now that we understand the purpose of each OM object, let us now review the Organizational structure that is displayed on the *Organizational Assignment* (0001) infotype of an employee's master data record. The above slide shows the Organizational Assignment infotype for Dick Amoroso, a sample employee. Let's take a look at each of the data fields within these two structures.

**Note:** We will review the organizational structure in the next lesson.

## Notes:

## Organizational Plan



Organizational plan	
Percentage	100.00
Position	54217251      003010307204
	TRANS ENGR SUPVR
Job key	30004198      TRANS ENGR
	TRANSPORTATION EN
Org. Unit	14200340      42G650000849
	DOT DOH DIV 3 TRAFFI
Org.key	1701

Slide 50

The Organizational Plan defines the hierarchical relationship between organizational management objects including org units, positions and jobs.

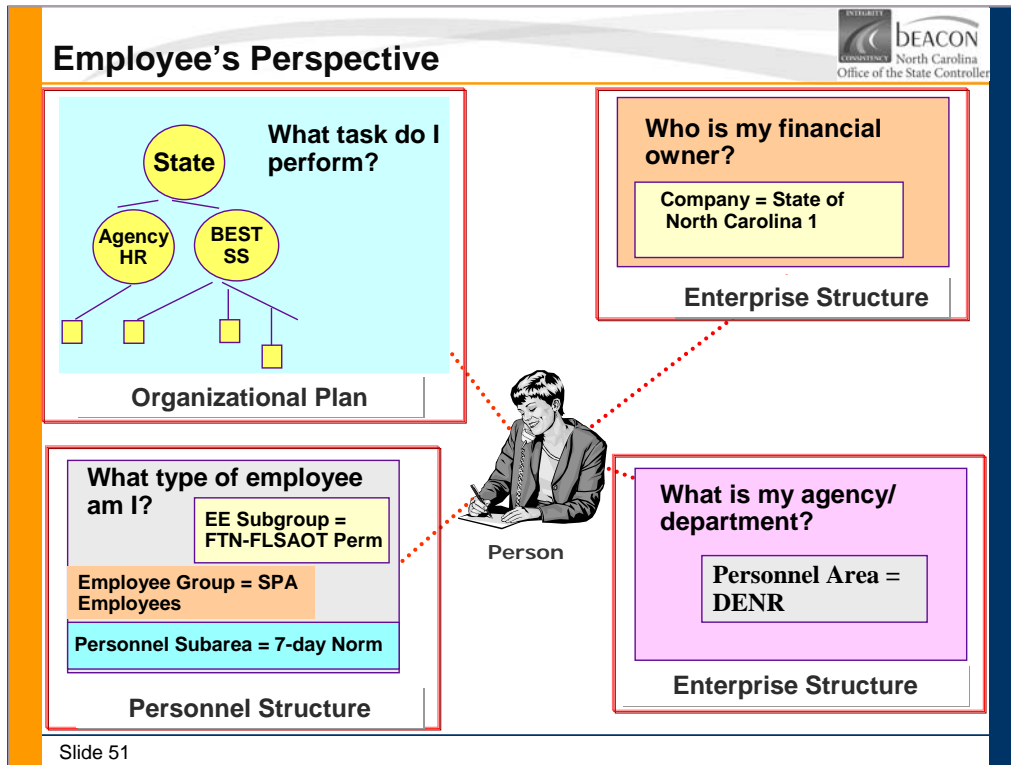
The staffing percentage indicates which percentage of an employee's time is to be spent in the position entered. The **Percentage** will always be 100% and identifies that the employee is working 100% of what he or she was offered and accepted. For example, if an employee accepted a full time position at \$48,000, that employee's percentage will be 100%. By the same token, if a position is going to be shared, with two employees each working 20 hours at \$20,000, each of those employee's percentage will also be 100% (because each employee is working 100% of what was offered and accepted, which is a 20 hour work week at \$20k).

The **Position** displays the Position (working) title.

The **Job key** represents the Job (class) defined by OSP.

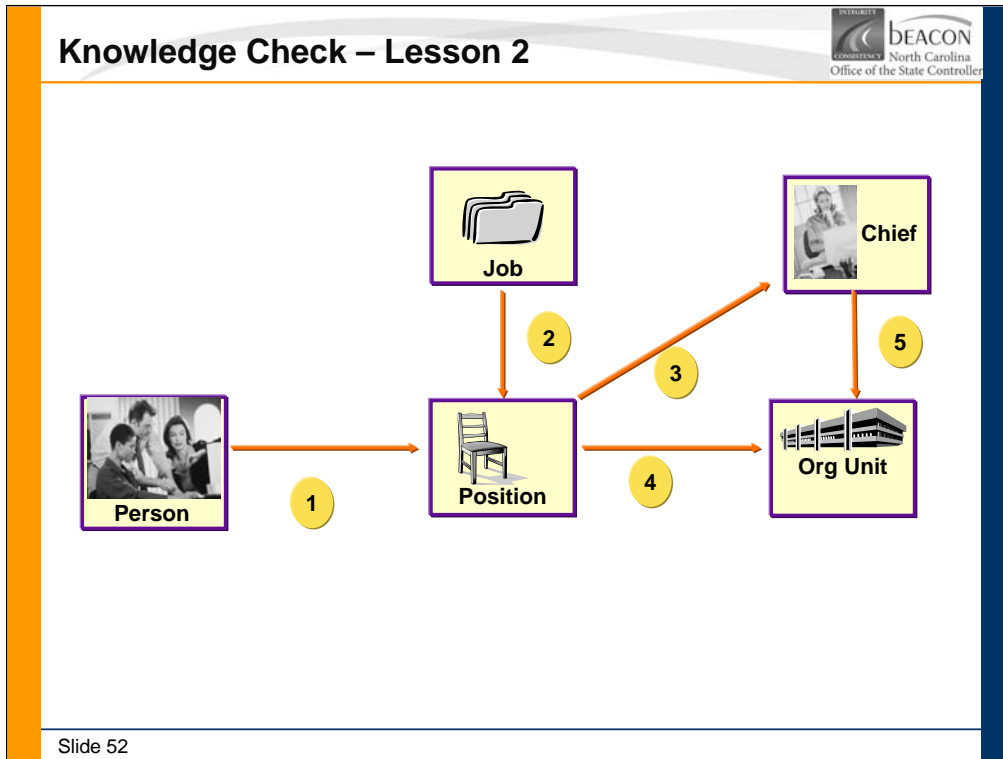
The **Org Unit** represents the agency/department that the position is assigned to.

### Notes:



In summary, this slide shows how an employee is related to SAP's Foundation Structures.

**Notes:**




Map each of the following relationship phrases to the correct “to” and “from” arrow:


- Manages
- Is assigned to
- May be designated as
- Describes
- Holds

Note: The lines are numbered to help the instructor determine if your responses are correct.

**Notes:**

**Brain Teaser Trivia**






Slide 53

Credits: Most of the Frame Games© used were created and authorized for use on the NIEHS Kids Pages by Terry Stickels, who also presents new Frame Games© on a weekly basis for USA Weekend.com.

**Notes:**

**Course Map – Organizational Management Overview**



Lesson 1: PA Overview

Lesson 2: OM Concepts

**Lesson 3: Displaying the Organizational Structure**

Lesson 4: OM Processes and Reports

Lesson 5: Course Review

Slide 54

**Notes:**

## Lesson objectives

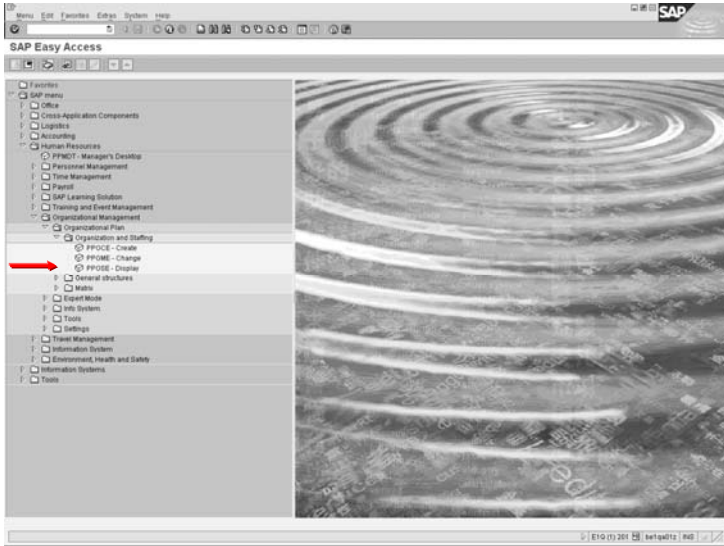


After completing this lesson, you should be able to display your agency's organizational structure using the Display for Org Units and Positions, PPOSE, transaction.

Slide 55

**Notes:**

# PPOSE – Display Org Units and Positions



The screenshot shows the SAP Easy Access interface. The left-hand menu is expanded to 'Organizational Plan', which is further expanded to 'Organization and Staffing'. Under this, the 'PPOSE - Create' option is highlighted with a red arrow. Other options visible in the menu include 'PPOSE - Change', 'PPOSE - Display', 'General structures', 'Matrix', 'Expert Mode', 'Info System', 'Tools', 'Settings', 'Travel Management', 'Information System', 'Environment, Health and Safety', 'Information Systems', and 'Tests'. The main area of the screen displays a background image of concentric ripples on water.

Slide 56

The transaction PPOSE – Display Org Units and Positions is used to review org units and positions in an organization. An organizational plan can be made with many object types, although these three basic object types are the building blocks:


- Org Units
- Positions
- Persons (Persons hold positions that are defined by jobs.)

**Notes:**



### Using PPOSE

- Organizational and Staffing Display transaction can be used to view the existing organizational structure.
- Within Organization & Staffing Display, you can:
  - Display org units
  - Display positions
  - Identify “Chiefs”
  - Display holders of positions



Slide 57

This transaction can be used to display the State's organizational structure and all the elements included in the structure, including org units, positions, jobs and people. You can also use this transaction to find a position number, which is required to complete personnel actions such as new hire.

You access Organizational & Staffing Display by one of the following methods:

- The Easy Access menu: *Human Resources > Organizational Management > Organizational Plan > Organization and Staffing > PPOSE Display*
- The shortcut T-code *PPOSE*

**Note:** T-code is an abbreviation for transaction code.

### Notes:

**DEMO**

INTEGRITY  
CONSISTENCY  
North Carolina  
Office of the State Controller

State of North Carolina Organizational Structure


Slide 58


The purpose of this simulation is to show you the organizational structure for the State of North Carolina using the PPOSE transaction. The simulation will also introduce the Organization and Staffing Display screen layout and some of its navigational features.

**Notes:**

### Instructor Demonstration #3.1

- Display Organizational Structure
  - Perform this transaction to display an organizational structure of org units, which represent the divisions, sections, work groups etc. in your agency or department.
  - Information:
    - Org Unit – Office of State Controller
    - Staff assignment
      - Chief position
      - Positions
        - » Occupied
        - » Vacant
      - Persons (Holders of positions)





Slide 59

In a moment your instructor will demonstrate how log on to SAP and how to display the organizational structure using PPOSE. The basic steps for using the PPOSE transaction are:

1. Log on to SAP.
2. Select the menu path or type **PPOSE** in the command line of the SAP Easy Access screen and then press Enter.

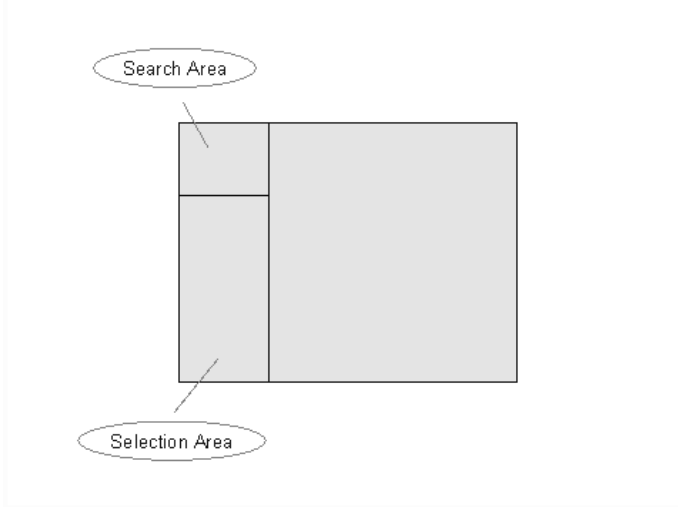
**Note:** To display the transaction codes in the menu structure, select the **Extras > Settings > Display technical names** menu option.

3. In the **Find by** box, click on the triangle by “org unit.”
4. Click on **Structure search**. This will display one or more org units in the bottom left box on the screen (depending on the org units with which you have authority to work).
5. Click on the triangles to find the org unit you desire to view.
6. Double-click the selected org unit to display a list of positions assigned to the org unit. This structure will be displayed on the upper right side of the screen.
7. Click on the **Column Configuration** icon and then select additional information to be displayed for each position or holder.
8. Click on the triangle by any position title to view the employee assigned to the position.

### Notes:

## Object Manager

The *Object Manager* consists of the **Search Area** and the **Selection Area**.

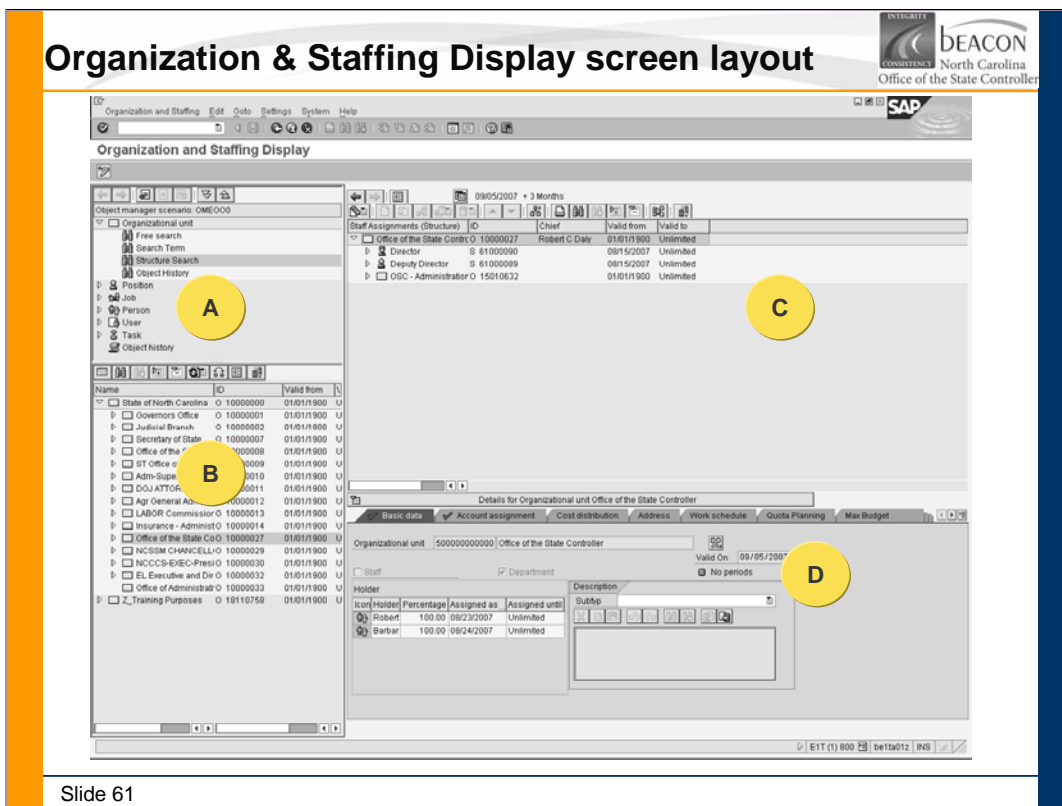


The diagram illustrates the layout of the Object Manager. It features a large rectangular area divided into three sections. On the left, there is a vertical column containing two smaller rectangular boxes. The top box is labeled 'Search Area' with a line pointing to it. The bottom box is labeled 'Selection Area' with a line pointing to it. To the right of this column is a large, empty rectangular area.

Slide 60

To hide or show the object manager, select the *Settings* menu option.

**Notes:**



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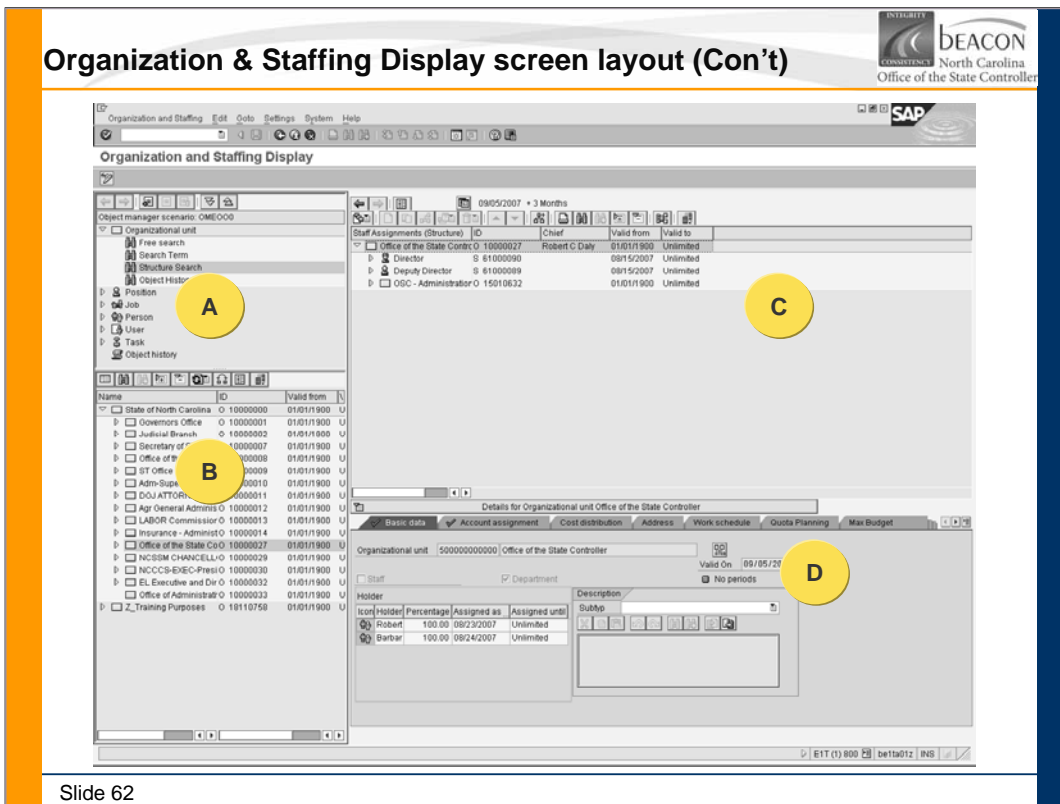
### Notes:

This transaction allows the user to display the existing organizational structure in a graphical view.

**A - Search Area** - The Search Area allows users to search for organizational information based on:

- Org Unit
- Position
- Job
- Person

**B - Selection Area** - The results of searches performed in the Search Area are displayed directly below the Selection Area. You can modify the search results by sorting or filtering. You can add and delete columns to easily find the object. Once the user selects an item from the Selection Area, the results are displayed in the Overview and Details Area.



Slide 62

## C - Overview Area - The Overview Area lists the:

- Organizational Structure
- Code
- Key
- Relationship
- Chief position
- Valid from, Valid to
- Assigned to
- Assigned until

When the user selects items on the Overview Area, for example, selecting an org unit, the details for that selection appear directly below the Overview Area in the Details Area.

## D - Details Area - The Details Area lists the:

- Basic Data
- Account Assignment
- Cost Distribution
- Plan quota

The Details Area displays more information about the object selected in the Overview Area. The name of the tab changes depending on the object type highlighted in the Overview Area.

## Notes:

### Exercise #3.1



- Display the organizational structure
  - In this exercise, you are the new HR manager at the Office of the State Controller. You want to display the org units and positions for the OSC/Administration Division. You will use transaction code PPOSE to perform a structural search to display the organizational structure and staffing assignments.
- **Instructions**
  1. Log on to the SAP training client, using the User ID and password that has been posted on your classroom PC.
  2. Use the data in the business scenario above to display the organizational structure.
  3. Answer the questions below after locating the vacant position.



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**Work Instruction:** Display Org Units and Positions, PPOSE

**Job aid:** PPOSE Navigation Tips.

**Data:**

- **Org Unit** – Office of the State Controller/Administration Division
  - Hint: State of North Carolina is the root (parent) org unit.
- **Position** – Accountant III (61000088)

**Questions/results:**


1. How many org units are displayed under the Office of the State Controller?
2. How many org units are displayed under the OSC \_ Administration Division?
3. Who is the chief for the Office of the State Controller org unit?
4. How many positions are displayed?
5. How many positions are occupied?

**Notes:**


### Instructor Demonstration #3.2

- Display Org Unit Details
  - Perform this transaction to display the master data details for an org unit.
  - Information:
    - Org Unit – Office of State Controller

**Note:** The details are different for each OM object (org unit, position, and job).



Slide 64




In a moment your instructor will demonstrate how to display the details for an org unit. Please refer to the next three pages of your student guide and follow along while your instructor demonstrates and explains each tab.

**Notes:**



## Org Unit Conventions



Organizational Structure (SEM)	Short Description	Code	ID
State Controller		500000000000	O 20000049
State Controller's Office		500000000000	O 20000027
SC Administration		500100000000	O 20010632
SC ADM BEACON		501001000000	O 20000082
SC ADM BEACON Change & Communication		501002000000	O 20000083
SC ADM BEACON Program Management		501003000000	O 20000084
SC ADM BEACON Technical Infrastructure		501005000000	O 20000085
SC ADM BEACON Functional		501003000000	O 20000086
SC ADM BEACON Functional		501006000000	O 20000087
SC ADM BEACON Integration & Deploymer		501004000000	O 20000088
SC ADM BEACON		501001000000	S 60089015
SC ADM Risk Mitigation		500103000000	O 20010633
SC ADM Business Services		500101000000	O 20010634
SC ADM Financial Systems		500800000000	O 20010637
SC ADM Statewide Accounting		500900000000	O 20010642
SC ADM Electronic Commerce		500102000000	O 20011637
SC ADM Public Affairs		500104000000	O 20011638

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### Notes:

The object type for an org unit is "O".

The numeric object ID for an org unit will begin with the number 2.

The twelve-digit code, also referred to as the abbreviation, short-text, or number, is logically assigned by the agency. The first two digits identify the agency in PMIS.

The forty-character description for the org unit is "smart coded" to facilitate your data searching and reporting. The description will start with the description of its superior (parent) org unit. For example, the Administration department of the State Controller's Office org unit description is *SC Administration*. This description includes the description of its parent org by using "SC" to denote State Controller's Office. The BEACON project org unit description is *SC ADM BEACON*. This description includes the two superior org units in its description by using "SC ADM" to denote both the State Controller's Office the Administration department org units.


### Numbering Conventions

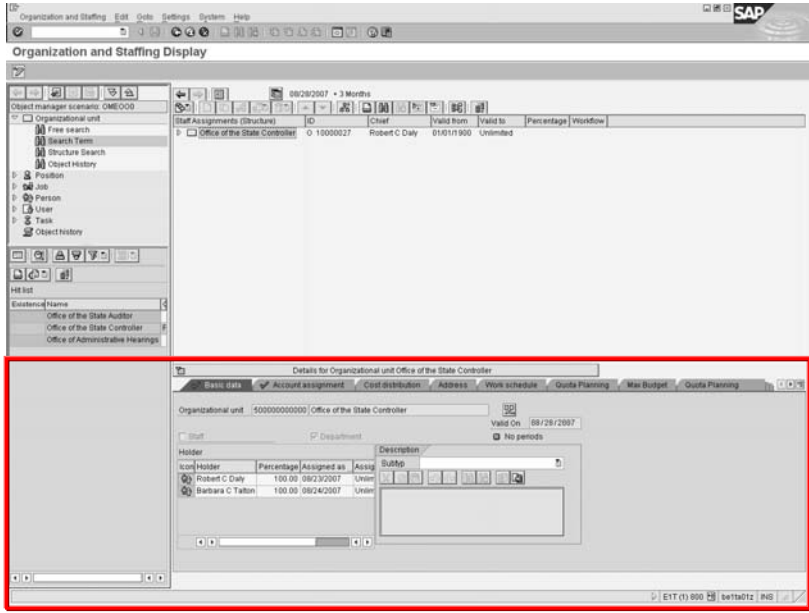
Org Units: 20000000 to 29999999

Positions: 60000000 to 69999999

Jobs: 30000000 to 39999999

## Org Unit Details





Slide 66


Characteristics for each org unit are stored on tabs in the *Details* section of the *Organization and Staffing Display* screen. Some characteristics of org units are inherited by subordinate org units and positions if they have not been maintained. BEACON SAP is using these tabs to define org units:

- Basic data
- Account assignment
- Work schedule

The remaining tabs are not used.

### Notes:

## Org Unit Details (Basic data tab)



Details for Organizational unit Office of the State Controller

Basic data
Account assignment
Cost distribution
Address
Work schedule
Quota Planning

Organizational unit
500000000000 Office of the State Controller
Valid On 08/28/2007

☐ Staff
☒ Department
☐ No periods

Icon	Holder	Percentage	Assigned as	Assign
	Robert C Daly	100.00	08/23/2007	Unlim
	Barbara C Talton	100.00	08/24/2007	Unlim


Description
Subtyp

Slide 67

The *Basic data* tab provides org units with a unique identity. In the two *Org Unit* fields, enter a short and long description for an org unit. These descriptions are displayed in the organizational structure. The Department indicator is checked for all org units to enable payroll accounting. The employees that hold positions are also displayed in the *Holder* table.

### Notes:

## Org Unit Details (Account assignment tab)



Details for Organizational unit Office of the State Controller

✓ Basic data
✓ Account assignment
Cost distribution
Address
Work schedule
Quota Planning

Valid from 01/01/1988  
To 12/31/9999

Account assignment

Controlling Area	State of North Carolina	for master cost center
Master cost center	1400000000 OSC	
Business Area	Office of the State Controller	
Company Code	NC01 STATE OF NC	
Personnel area	1401 State Controller	
Pers. subarea	NC01 7day Norm	

Slide 68

The *Account assignment* tab specifies the controlling area, master cost center, company code, business area, personnel area and personnel subarea for an org unit. The data is also used as default values in *Personnel Administration*.


Data is inherited by subordinate positions and org units, as long as they have no direct assignment of their own.

Inheritance occurs as follows:

- Account assignment features are inherited by subordinate org units and positions if they have not been maintained.
- If account assignment features have been specified for a superior org unit, these are overwritten by entries on the *Account Assignment* tab page for a subordinate org unit.

### Notes:

## Org Unit Details (Work Schedule tab)



Details for Organizational unit Office of the State Controller

✓ Basic data
✓ Account assignment
Cost distribution
Address
Work schedule
Quota Planni

Work Schedule Grp All work schedule groups

Work schedule 40.00 Hours of weekly working time

Origin Standard value

Percentage 100.00 % of Standard value

☒ General work schedule

Valid On 08/28/2007

☐ No periods

Slide 69

The *Work schedule* tab assigns 40 hours as the default general working time for the unit itself and for all objects under it in the organizational structure. The general working time is assigned to all subordinate org units, positions or employee groups if they have no individual working time assignment. Individual working time assignments of subordinate objects override the work schedules they inherit from superior org units. If all positions assigned to an org unit have a different work schedule, then you can change the org unit's work schedule and all positions will then inherit the value.

### Notes:

## Exercise #3.2



- **Display Org Unit Details**

- In this exercise, you are the HR manager at the Office of the State Controller. The Risk Mitigation org unit was recently created. The Agency Deputy Director has asked you to review the details of the org unit to ensure accuracy. She wants you to check the agency organizational structure to verify that Rachel C. Combs is the holder of the Accountant II.

- **Instructions**

1. Use the Organizational and Staffing Display (PPOSE) instruction to complete the exercise scenario in SAP.
2. Display the org structure down to the organizational level of the Risk Mitigation section of the Administration Division for the Office of the State Controller.
3. Answer the questions below after locating the vacant position.
4. Practice changing the display using the "Goto" button.



Slide 70

### **Work Instruction:** Display Org Units and Positions, POSE

#### **Data:**

- **Org Unit** – Office of the State Controller/Administration Division
  - Hint: State of North Carolina is the root (parent) org unit.
  - Rachel C. Combs


#### **Questions/results:**

1. Which tab displays the holders of positions?
2. How many employees occupy positions in the Risk Mitigation org unit?
3. What personnel area is assigned to this org unit? How do you know this information?
4. Is the work schedule 40 hours? How do you know this information?


### **Notes:**

### Instructor Demonstration #3.3

- Display Position and Person Details
  - Perform this transaction to display the master data details for an org unit.
  - Information:
    - Org unit – Office of State Controller




Slide 71

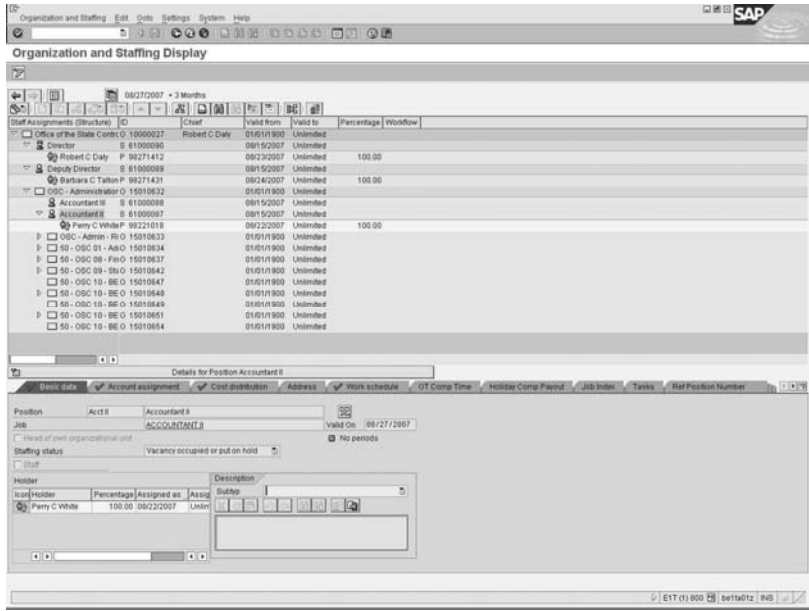


In a moment your instructor will demonstrate how to display the details for a position and a person. Please refer to the next ten pages of your student guide and follow along while your instructor demonstrates and explains each tab.

**Notes:**

## Position Details





The screenshot displays the SAP 'Organization and Staffing Display' interface. The top section shows a hierarchical tree of positions, including 'Director', 'Deputy Director', and various 'OSC' (Office of State Controller) roles. The bottom section provides a detailed view for a specific position, 'Accountant II', showing its job title, valid dates, and a list of holders with their assignment percentages and dates.

Slide 72

## Notes:

### **Position conventions:**

The object type for a position is "S".


The object ID number will begins with the number six (6).

### **Position details**

Characteristics for each position are stored on tabs in the *Details* section of the *Organization and Staffing Display* screen. Some characteristics of positions are inherited from org units and jobs BEACON SAP is using these tabs to define positions:

- Basic data
- Cost Distribution
- Address
- Work schedule
- If applicable, "Comp" tabs when the position is eligible for compensation for overtime, holiday, shift differential, on-call pay, etc.
- Ref Position Number
- SOC/Retirement Code
- Position Type





## Position Details – Basic data tab

Details for Position Accountant II

Basic data
Account assignment
Cost distribution
Address
Work schedule
OT C

Position Acct II Accountant II

☐ Head of own organizational unit

Job ACCOUNTANT II

Valid On 08/27/2007

Staffing status Vacancy occupied or put on hold

☐ No periods

☐ Staff

Description

Icon	Holder	Percentage	Assigned as	Assign
	Perry C White	100.00	08/22/2007	Unlinr


Subtyp

Slide 73

### Notes:


The *Basic data* tab contains the position name, job information, chief position indicator (to signify if the position is the head of the org unit), and vacancy information.

## Position Details – Account assignment tab



Details for Position Accountant II

✓ Basic data
✓ Account assignment
✓ Cost distribution
Address
✓ Work schedule
OT C



Valid from 08/15/2007

To 12/31/9999

Account assignment


Controlling Area	State of North Carolina	
Master cost center	1400000000 OSC	for master cost center
Business Area	Office of the State Controller	Inherited from Office of the State Contr
Company Code	NC01 STATE OF NC	Inherited from OSC - Administration D
Personnel area	1401 State Controller	Inherited from OSC - Administration D
Pers. subarea	NC01 7day Norm	

Slide 74

The *Account Assignment* tab identifies the Personnel Area and Personnel Subarea and also identifies cost objects associated with the org unit.

### Notes:

## Position Details – Cost distribution tab



BEACON  
North Carolina  
Office of the State Controller

Details for Position Accountant II

✓ Basic data
✓ Account assignment
✓ Cost distribution
Address
✓ Work schedule
OT C

Valid from 08/15/2007

To 12/31/9999

Master cost center

1400000000

OSC

Cost distribution						
COAr	Cost ctr	Order	WBS element	Name	Pct.	Name of
NC01	1424510000	1000000001071		BEACON - HR/PARYOLL	100.00	1401100

Entry 1 / 1

Slide 75

### Notes:

The *Cost Distribution* tab shows how the position costing is set up to be distributed. This is where you look to see if a position is split funded, denoted by two rows in the table, as shown in the following graphic.

✓ Basic data
Account assignment
✓ Cost distribution
Address
✓ Work schedule
OT

Valid from 06/30/2007

To 12/31/9999


Master cost center

6100000000

NC Lottery

Cost distribution						
COAr	Cost ctr	Order	WBS element	Name	Pct.	Name of
NC01	6132100000	100000004829		SECURITY OPS MANAGE	50.00	6105526
NC01	1424510000	1000000001071		BEACON - HR/PARYOLL	50.00	1401100

## Position Details – Work schedule tab



BEACON  
North Carolina  
Office of the State Controller

Details for Position Accountant II
OT C

✓ Basic data
✓ Account assignment
✓ Cost distribution
Address
✓ Work schedule

**Employee group/subgroup**

Employee group	EPA Employees
Employee subgroup	A1 FT N-FLSAOT Perm

Valid On 08/27/2007

☐ No periods

**Work schedule**

Origin	Standard value	
Working time	40.00	Hours of weekly working time
Approval	100.00	% of Standard value

Slide 76

The *Work schedule* tab identifies the Employee Group and Employee Subgroup and the work schedule for the selected position.

**Notes:**

## Position Details – Other tabs



- The *Address* tab contains the main address, the mailing address, and a courier address for the position.
- “Comp” tabs - If a position is eligible for additional compensation such as overtime compensation, holiday payout period, night shift premium, evening shift premium, weekend shift premium, holiday premium rate, on-call pay, and callback pay.
- The *Reference Position Number* tab stores the PMIS position number. This tab also stores a reference to an abolished position when the position was created to replace an existing position.
- The *Position Types* tab will indicate if the position is classified as emergency, essential, or key.

Slide 77

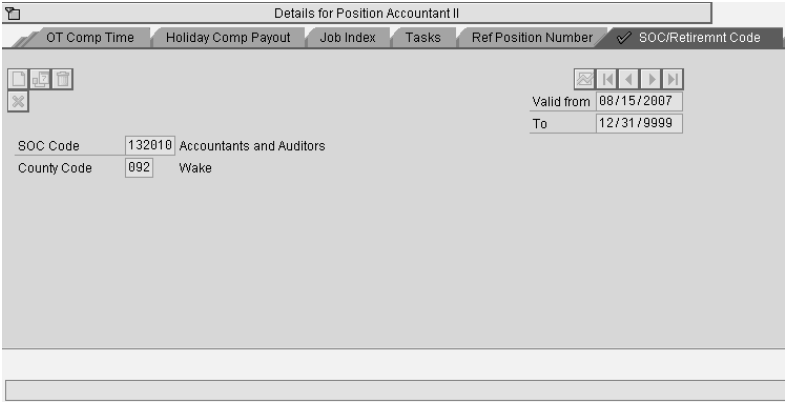
### Knowledge check:

Why is the reference position number field blank?

The screenshot shows a web application window titled "Details for Position Accountant II". It has several tabs: "Address", "Work schedule" (checked), "OT Comp Time", "Holiday Comp Payout", "Job Index", and "Tasks". Below the tabs, there are several input fields. On the right, there are "Valid from" and "To" date fields with values "08/15/2007" and "12/31/9999" respectively. Below these, there is a "PMIS Position Number" field and a "Reference Pos Number" field. The "Reference Pos Number" field is currently blank, with the number "0" visible in the input box.

### Notes:

## Position Details – SOC/Retirement Code tab



Details for Position Accountant II

OT Comp Time   Holiday Comp Payout   Job Index   Tasks   Ref Position Number   **SOC/Retirement Code**

SOC Code: 132010 Accountants and Auditors  
County Code: 092 Wake


Valid from: 08/15/2007  
To: 12/31/9999

Slide 78


The data displayed on the *SOC/Retirement Code* tab is inherited from the job. The SOC code is used for EEO reporting by OSP. For graded positions, SAP will automatically assign the number. For banded positions, you will be prompted to select the number.

### Notes:

**Exercise #3.3**



- Display Position Details
  - In this exercise, You are the HR manager at the Office of the State Controller. Your agency Personnel director has asked you for complete details on the Office Assistant III position assigned to Risk Mitigation
- **Instructions**
  1. Use the Organizational and Staffing Display (PPOSE) instruction to complete the exercise scenario in SAP.
  2. Display the org structure down to the Position level of the Risk Mitigation section of the Administration Division for the Office of the State Controller.
  3. Answer the questions below after completing the org structure display.



Slide 79

**Work Instruction:** Display Org Units and Positions, PPOSE

**Data:**


- **Org unit** – Office of the State Controller/Administration Division/Risk Mitigation
- Hint: State of North Carolina is the root (parent) org unit.
- Position: Office Assistant III

**Questions/results:**

1. Is this a new position? How do you know?
2. What is the funding source for this position?
3. Who occupies this position?
4. Is this position eligible for additional OT pay?
5. What is the SOC code for this position?
6. Is the work schedule 40 hours? How do you know this information?

**Notes:**

## Person Details



Organization and Staffing
Organization and Staffing Display

09/05/2007 • 3 Months

Staff Assignments (Overview)	ID	Chief	Valid from	Valid to
Office of the State Controller	O 10000027	Robert C Daly	01/01/1900	Unlimited
Director	S 61 000090		08/15/2007	Unlimited
Deputy Director	P 98271412		08/23/2007	Unlimited
Deputy Director	S 61 000089		08/15/2007	Unlimited
Deputy Director	P 98271431		08/24/2007	Unlimited
OSC - Administration Division	O 15010832		01/01/1900	Unlimited
Accountant II	S 61 000089		08/15/2007	Unlimited
Accountant II	S 61 000087		08/15/2007	Unlimited
Perry C White	P 98221018		08/22/2007	Unlimited
OSC - Admin - Risk Mitigation	O 15010833		01/01/1900	Unlimited
OSC - OSC 01 - Administration Division Bu	O 15010834		01/01/1900	Unlimited
OSC - OSC 02 - Financial Systems Division	O 15010837		01/01/1900	Unlimited
OSC - OSC 03 - Statewide Accounting Divis	O 15010842		01/01/1900	Unlimited
OSC - OSC 10 - BEACON Division	O 15010847		01/01/1900	Unlimited
OSC - OSC 10 - BEACON Division Functional	O 15010848		01/01/1900	Unlimited
OSC - OSC 10 - BEACON Division	O 15010849		01/01/1900	Unlimited
OSC - OSC 10 - BEACON Division	O 15010851		01/01/1900	Unlimited
OSC - OSC 10 - BEACON Division FIDeploym	O 15010854		01/01/1900	Unlimited

Details for Person Perry C White

Position assignment 09/05/2007

Existence	Position	Lang	Organizational unit	Person	Valid On	Valid To
	Accountant II	ACCOUNTANT II	OSC - Administration Division		09/05/2007	No periods

Personnel No: 98221018    Name: Perry C White

EEGroup: K    EPA Employees    PersA: 1401 State Controller

EESubgroup: AT    FT N-FLSAOT Perm    Status: Active

Slide 80

## Notes:

### Person conventions:

The object type for a person (employee) is "P".


The object ID number is generated by the Retirement System.

### Position details

Characteristics for each person are displayed on the *Basic data* tab. This tab shows the job assigned to the position which is held by the employee.



## Person Details




North Carolina  
Office of the State Controller

Details for Person Perry C White

✓ Basic data
Qualification
Tasks

Position assignment 09/05/2007

Icon	Existence	Position	Job	Organizational unit	Perce
		Accountant II	ACCOUNTANT II	OSC - Administration Division	1

Valid On 09/05/2007

☐ No periods

◀ ▶

◀ ▶

Personnel No 98221018

EESubgroup A1

Name Perry C White

EPA Employees

FT N-FLSAOT Perm

PersA 1401


State Controller

Statu Active


Slide 81


**Notes:**

# Print View


**DEACON**  
 North Carolina  
 Office of the State Controller

System Help





### Organization and Staffing Display

Staff Assignments (Structure)	ID	Chief	Valid from	Valid to	Percentage	Workflow
Office of the State Controller	0 100000027	Robert C Daly	01/01/1900	Unlimited		
Director	S 01000000		08/15/2007	Unlimited		
Robert C Daly	P 00271412		08/23/2007	Unlimited	100.00	
Deputy Director	S 01000000		08/15/2007	Unlimited		
Barbara C Talton	P 00271431		06/24/2007	Unlimited	100.00	
Administration Division	O 15010032		01/01/1900	Unlimited		
Accountant III	S 01000000		08/15/2007	Unlimited		
Accountant II	S 01000007		08/15/2007	Unlimited		
Gerry C White	P 00271018		08/22/2007	Unlimited	100.00	
Admin - Risk Mitigation	O 15010033		01/01/1900	Unlimited		
Accountant II	S 01000000		08/15/2007	Unlimited		
Nichael C Coombs	P 00221555		08/22/2007	Unlimited	100.00	
Accountant I	S 01000004		08/15/2007	Unlimited		
David C Carson	P 00221536		08/22/2007	Unlimited	100.00	
Office Assistant III	S 01000091		08/16/2007	Unlimited		
Jennifer C Johnson	P 00221506		08/22/2007	Unlimited	100.00	
OSC B1 - Administration Division Bu	O 15010034		01/01/1900	Unlimited		
OSC B1 - Administration Division Bu	O 15010035		01/01/1900	Unlimited		
OSC B1 - Administration Division Bu	O 15010036		01/01/1900	Unlimited		
OSC B8 - Financial Systems Division	O 15010037		01/01/1900	Unlimited		
OSC B8 - Financial Systems Division	O 15010038		01/01/1900	Unlimited		
OSC B8 - Financial Systems Division	O 15010039		01/01/1900	Unlimited		
OSC B8 - Financial Systems Division	O 15010040		01/01/1900	Unlimited		
OSC B8 - Financial Systems Division	O 15010041		01/01/1900	Unlimited		
OSC B8 - Financial Systems Division	O 15010042		01/01/1900	Unlimited		
OSC B8 - Statewide Accounting Divis	O 15010043		01/01/1900	Unlimited		
OSC B8 - Statewide Accounting Divis	O 15010044		01/01/1900	Unlimited		
OSC B8 - Statewide Accounting Divis	O 15010045		01/01/1900	Unlimited		
OSC B8 - Statewide Accounting Divis	O 15010046		01/01/1900	Unlimited		
OSC B8 - BEACON Division	O 15010047		01/01/1900	Unlimited		
OSC B8 - BEACON Division	O 15010048		01/01/1900	Unlimited		
OSC B8 - BEACON Division B1	O 15010050		01/01/1900	Unlimited		
OSC B8 - BEACON Division Technical	O 15010051		01/01/1900	Unlimited		
OSC B8 - BEACON Division Technical	O 15010052		01/01/1900	Unlimited		
OSC B8 - BEACON Division Technical	O 15010053		01/01/1900	Unlimited		
OSC B8 - BEACON Division Technical	O 15010054		01/01/1900	Unlimited		
OSC B8 - BEACON Division	O 15010051		01/01/1900	Unlimited		
OSC B8 - BEACON Division	O 15010050		01/01/1900	Unlimited		
OSC B8 - BEACON Division	O 15010052		01/01/1900	Unlimited		
OSC B8 - BEACON Division	O 15010053		01/01/1900	Unlimited		
OSC B8 - BEACON Division	O 15010055		01/01/1900	Unlimited		
OSC B8 - BEACON Division F1/Deplo	O 15010054		01/01/1900	Unlimited		

ET 11:00
beta
INS

Slide 82

**Notes:**

Click the Print button on the Overview Area's toolbar to see a print preview of the structure that you have selected.

## Brain Teaser Trivia

10

10 2 10

10

10

Slide 83

**Notes:**


## Lesson Review



In this lesson you learned how to display your agency's organizational structure using the Display for Org Units and Positions, PPOSE, transaction.

Slide 84

**Notes:**

Knowledge Check – Lesson 3	
	
Terms	Definitions
	The highest org unit of financial accounting (NC01)
	Defines a specific agency within the State
	The position responsible for managing transactions within an org unit
	Employees - persons are assigned directly to positions which are described by jobs and assigned to an org unit
	Represent any type of organizational entity found in the State and are assigned to cost objects
	Provides a general classification of tasks that are routinely performed together and is used to describe several positions.
	Described by a job and related to an org unit. As a general rule may be held by one person
	A description of the employee's position in the State.
	Provides legal and reporting requirements, including the Company Code, Personnel Area, Personnel Subarea, and Cost Center
	Defines the hierarchical relationship between organizational management objects including org units, jobs, and positions


Slide 85

Match the following terms to the definitions listed in this slide.

1. Chief Position
2. Company Code
3. Enterprise Structure
4. Job
5. Org unit
6. Organizational Structure
7. Person or Holder
8. Personnel Area
9. Personnel Structure
10. Position

**Notes:**

**Course Map – Organizational Management Overview**



Lesson 1: PA Overview

Lesson 2: OM Concepts

Lesson 3: Displaying the Organizational Structure

**Lesson 4: OM Processes and Reports**

Lesson 5: Course Review

Slide 86

**Notes:**

## Lesson Objectives



After completing this lesson, you should be able to:

- Identify key user roles and business process partners
- Identify what is changing
- Identify OM reports

Slide 87

**Notes:**

## Business Background




- The State of North Carolina currently uses Direct Entry System, an electronic forms processing module, for processing employee personnel actions (PD105) and position actions (PD118).
- The “forms” are entered on mainframe screens and are routed to various forms queues for necessary approvals.
- A record of each action taken, and by whom, is captured within the system with dates and timestamps.
- Forms are created at the Division or Agency level and require various approvals, depending on the type of action, the job classification, and whether an exception to policy is being requested.
- After all necessary approvals have taken place, the personnel action is posted to the PMIS system.

Slide 88

## Notes:



High-level Overview of OM Processes		
		
Activity	Agency and Department HR	BEST Shared Services
Organizational processing includes adding, changing, or deleting (delimiting) an org unit.	Submits the approved <i>Organization Request</i> form to BEST Shared Services via postal mail, fax, or email.	Customer Contact – Verifies form is legible, from an authorized person, and follows other basic guidelines.  Processing and Transactions – Creates, changes or delimits org units in SAP.
Slide 89		

**Note:** Org units are not currently captured in PMIS.

**Notes:**

High-level Overview of OM Processes (Con't)		
Activity	OSP	BEST Shared Services
Job Processing, includes creating, changing, deleting (delimiting) jobs, branches, and families.	<p>Completes the <i>Job Request</i> form.</p> <p>Once all approvals have been obtained, submits form to BEST Shared Services via postal mail, fax, or email.</p>	<p>Customer Contact – Verifies form is legible, from an authorized person, and follows other basic guidelines.</p> <p>Processing and Transactions – Creates, changes or delimits job, branch, and family in SAP.</p>

Slide 90

### Job Processing

The Office of State Personnel is generally responsible for establishing, revising and maintaining the Classification Plan. For each class established by the State Personnel commission, a class standard is prepared. Standards may be written in several forms. The most frequently used are specifications and benchmarks. In SAP these classifications are referred to as “Jobs”.

Jobs are used to describe the duties and responsibilities of positions and serve as descriptions that apply to several positions with similar tasks or characteristics. When a new position is created, it can be related to a *job* that already exists in the SAP system. The position will then automatically inherit the characteristics of the *job*. This relationship will make it easier to create positions that are similar or the same, as it will not be necessary to assign characteristics to each individual position.

### Notes:

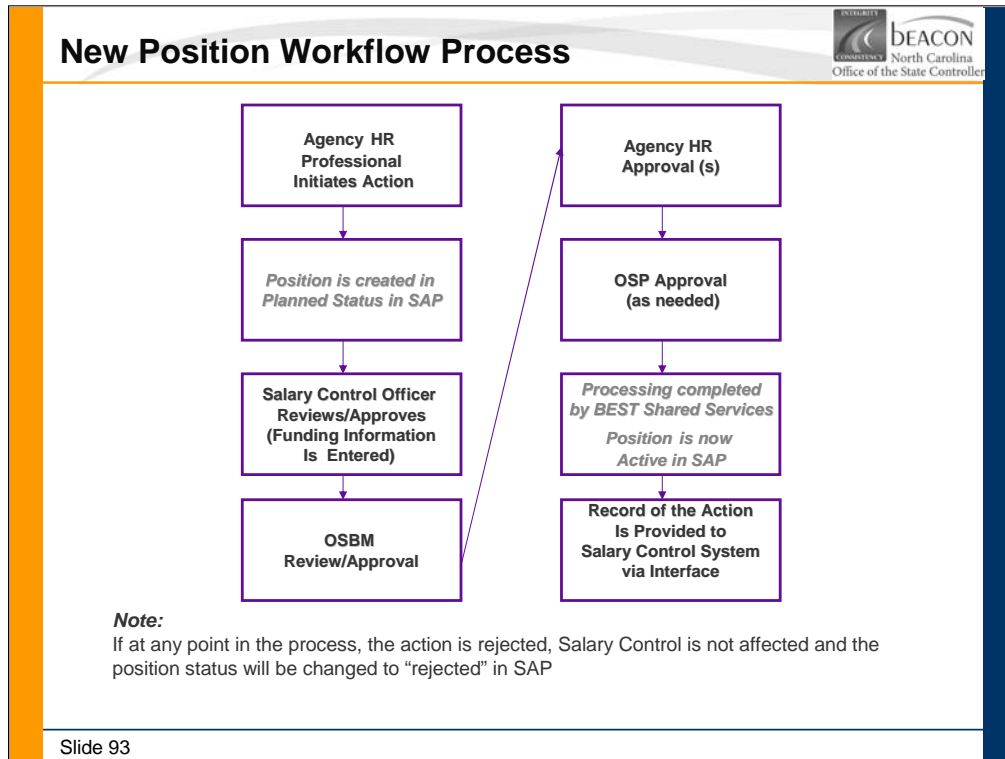
High-level Overview of OM Processes (Con't)			
Activity	Agency and Department HR	Approvers	BEST SS
Position Processing	<ul style="list-style-type: none"> <li>• Agency HR professional initiates action</li> <li>• OM Position Requestor processes position action in planned status in SAP</li> <li>• OM Position Requestor initiates workflow approvals</li> </ul>	<p>If required the following approvals occur</p> <ul style="list-style-type: none"> <li>• Agency Salary Control Officer (Agency Position Funding Approver) approves the actions after entering the cost distribution and position salary or rejects the actions.</li> <li>• If needed, the OSBM Position Funding HR approves or rejects position action.</li> <li>• If needed, the OSP Position approver approves or rejects position action.</li> <li>• Agency Position approver approves or rejects the position action.</li> </ul>	<p>Customer Contact – Upon final approval notified by Workflow converts position action to active status in the SAP system.</p> <p>Note: SAP will automatically send a record of the action to the Salary Control System for necessary updates and reporting.</p>

Slide 91

**Notes:**


Position Actions		
Action	Reason	Remarks
Fund/ New Position Re-Establish Position		Fund position and New Position (Establish Position) are being combined into one action.
Reallocation Action	<ul style="list-style-type: none"> <li>•Reallocate – Up</li> <li>•Reallocate – Down</li> <li>•Reallocate – Horizontal</li> <li>•Adjustment from Auth</li> <li>•Reallocate – Differential</li> <li>•Remove Differential</li> </ul>	A Reallocation is a change in the job classification of a position. The position salary might also change on a reallocation.
Position Abolished		Delimit the position.
Position Transfer		Position transfer is the movement of a position from one org unit to another.
Position Hours Change		This is a change in the hours of a part-time, less than 40 hours per week, position.
Position Type Change	FLSA change Position Type EPA to SPA SPA to EPA Full-Time to Part-Time Part-Time to Full-Time	This is a change in the employee group and employee subgroup that may also change the position from full-time to part-time and vice versa. It may involve a change from time-limited to permanent or from FLSA subject to FLSA non-subject.
County change		You will update county code on IT9022 (Note: Often the funding changes when the county changes).
Title change		Maintain position title.
Reporting change		Change the relationship (A012) to reflect the new supervisor.
Slide 92		

## Notes:




1. An agency HR professional initiates a request for a new position (Fund and establish position are combined).
  - Position number is created.
  - Job class, title, grade, and org unit are provided.
2. The request is routed to Agency Salary Control Officer, who enters the cost distribution and position salary. The Salary Control Officer then approves or rejects the action.
3. The request is routed to OSBM for approval.
4. The request is routed for all required HR approvals.
5. Upon final approval, the action is active in the SAP system.
6. A record of the action is provided to the Salary Control System for necessary updates and reporting.

### Notes:

High-level Overview of OM Processes ( Con't)		
		
Activity	Agency and Department HR	BEST Shared Services
Position Vacancy Posting process.	Provide paper document on position vacancy posting to BEST Shared Services	Post position vacancies for small agencies
Legislative Increases		SAP Production Support team will process requests
Mass edit of budgeted positions		SAP Production Support team will process requests
Work Against		SAP Production Support team will process requests
Slide 94		

**Notes:**

**Brain Teaser Trivia #5**




LAL

Slide 95

**Notes:**

## BEACON Reporting Solutions

- OM reports that are standard SAP reports are available in SAP ERP system
- OM reports that are customized are available in SAP Business Intelligence (BI) system



Slide 96

### SUMMARY OF BUSINESS RULES

Users can generate reports in SAP based on their *SAP user profile* and *SAP (security) authorizations* also referred to as HR security roles or process roles. Some data is protected from view by authorizations, such as salary data, meaning that only users who are allowed to see that specific data will be able to access it.

You will have the opportunity to learn more about navigating in BI by completing the Reporting Overview, BC120, online course.

### Notes:



OM Reports for Jobs in SAP ERP (1 of 3)		
SAP Transaction Code	Report Group	Report Title
S_AHR_61016497	Job	Existing Jobs
S_AHR_61016491	Job	Existing Org Units
S_AHR_61016498	Job	Job index
S_AHR_61016495	Job	Org. Structure with Persons
S_AHR_61016494	Job	Org. Structure with Positions
S_AHR_61016493	Job	Organizational Structure
S_AHR_61016492	Job	Staff Functions for Org. Unit

Slide 97

**Notes:**

This slide lists the standard SAP reports for jobs.

Refer to the *OM Reports available in SAP ERP* job aid for more information about each report.

OM Reports for Positions in SAP ERP (2 of 3)		
SAP Transaction Code	Report Group	Report Title
S_AHR_61016502	Position	Existing Positions
S_AHR_61018831	Position	Obsolete Positions
S_AHR_61018869	Position	Periods of unoccupied positions
S_AHR_61016513	Position	Reporting Structure with Persons
S_AHR_61016512	Position	Reporting Structure Without Persons
S_AHR_61016503	Position	Staff assignments
S_AHR_61016505	Position	Task Description for Positions
S_AHR_61016509	Position	Vacant/Obsolete Positions


Slide 98

## Notes:

This slide lists the standard SAP reports for positions.  
Refer to the *OM Reports available in SAP ERP* job aid for more information about each report.

## General OM Reports in SAP ERP (3 of 3)

SAP Transaction Code	Report Group	Report Title
S_AHR_61016528	General	Structure Display
S_AHR_61016531	General	Display Infotypes
S_AHR_61016532	General	Infotype Reporting



Slide 99


This slide lists the general standard SAP reports.

Refer to the *OM Reports available in SAP ERP* job aid for more information about each report.

### Notes:

## Demonstration #4.1

- Execute the *Existing Jobs* report (S\_AHR\_61016497)
  - Perform this transaction for example your agency Deputy Director has asked you to run the *Existing Jobs* report to identify jobs that lists driver education jobs.
  - INFORMATION (most often required):
    - Job Search – “Driver Ed”




Slide 100

### Demonstration #4.1: Execute the Existing Jobs report

Observe as your instructor runs the S\_AHR\_61016509 - Existing Jobs report to identify the jobs that currently exist in your agency. You will also run the report to identify jobs related to driver education. Your instructor will also demonstrate how you can export the second report to Microsoft Excel using the **List > Export > Spreadsheet** menu option.

### Notes:

OM Reports in BI		 <b>DEACON</b> North Carolina Office of the State Controller
B0117	Active Position Counts	
B0126	Dashboard: Vacancy Rate	
B0029	EEO Planning by Org Structure	
B0165	Job Attributes	
B0055	Labor Force Trends	
B0056	Lapsed Salary	
B0063	Legislative Increase by Position	
B0070	On-Call Eligibility List	
B0071	Organizational Hierarchy	
B0077	Position Attributes	
B0078	Position Attributes – Dates for Hiring	
B0113	Position Changes by Period	
B0118	Position Counts Over Time	
B)149	Positions by Funding Source	

Slide 101


In addition to the standard SAP reports, custom reports will be accessible using the BI reporting tool.

Refer to the *OM Reports available in BI* job aid for more information about each planned report.

### **Notes:**

### OM Reports in BI (Con't)

B0076	Senate Bill 222 IT Expenditures Report (planned personnel expense by cost center)
B0096	Supervisor/Employee Relationships
B0169	Vacancy History (Last 12 Months)
B0168	Vacancy Postings
B0104	Vacancy Report



Slide 102

You will learn how to use the BI reporting tool in the *Reporting Overview and Navigation*, BC120, course.

Refer to the *OM Reports available in BI* job aid for more information about each report.

### Notes:

## Lesson Review

In this lesson, you learned to:


- Identify key user roles and business process partners
- Identify what is changing
- Identify OM reports

Slide 103



**Notes:**

**Brain Teaser Trivia**




ME1111ONEONE

Slide 104

**Notes:**



**Course Map – Organizational Management Overview**



Lesson 1: PA Overview

Lesson 2: OM Concepts

Lesson 3: Displaying the Organizational Structure

Lesson 4: OM Processes and Reports


**Lesson 5: Course Review**

Slide 105

**Notes:**

### Course Objectives

- In this course you learned to
  - Define Organizational Management (OM)
  - Identify components of the OM structure
  - Display the organizational structure in SAP for your agency/department
  - Identify OM reports



Slide 106

This course is intended to give HR professionals an understanding of SAP's Organizational Management module. This course provides you with demonstration and practice for displaying the organizational and staff assignment structure.

### Notes:



The rules of OM bingo are quite simple. A caller pulls out a question. You (and possibly a partner) will have a certain number of seconds to find the answer on your bingo cards. When you find a matching answer on your card, mark it out with a pencil or pen. If you (and your partner) are the first to fill a single bingo card with three bingos, you yell “BINGO!” loudly, so that the caller can hear you.

**Note:** This is known as the “Blood, Sweat, and Tears” bingo game.

**Notes:**

# Questions

PARKING LOT

?

Slide 108

DEACON  
North Carolina  
Office of the State Controller

**Notes:**



# CONGRATULATIONS



You have completed the course

Please complete your course evaluation!

Slide 109

To help determine the effectiveness of the training, please complete an online Evaluation form. Your feedback is an important part of continuing to improve the effectiveness of the HR training courses.

**Accessing the online Evaluation form** - The instructor will provide details of the evaluation and assessment processes.

**Notes:**

Demonstration and Exercise Summary				
Number	Transaction	Description	Type	Page #
3.1	PPOSE	Display Organizational Structure	D + E	59, 60
3.2	PPOSE	Display Org Unit Details	D + E	64, 70
3.3	PPOSE	Display Position Details	D + E	69, 79
4.1	S_AHR_61016 495	Execute the <i>Existing Jobs</i> Report	D	100

Slide 110

**Notes:**

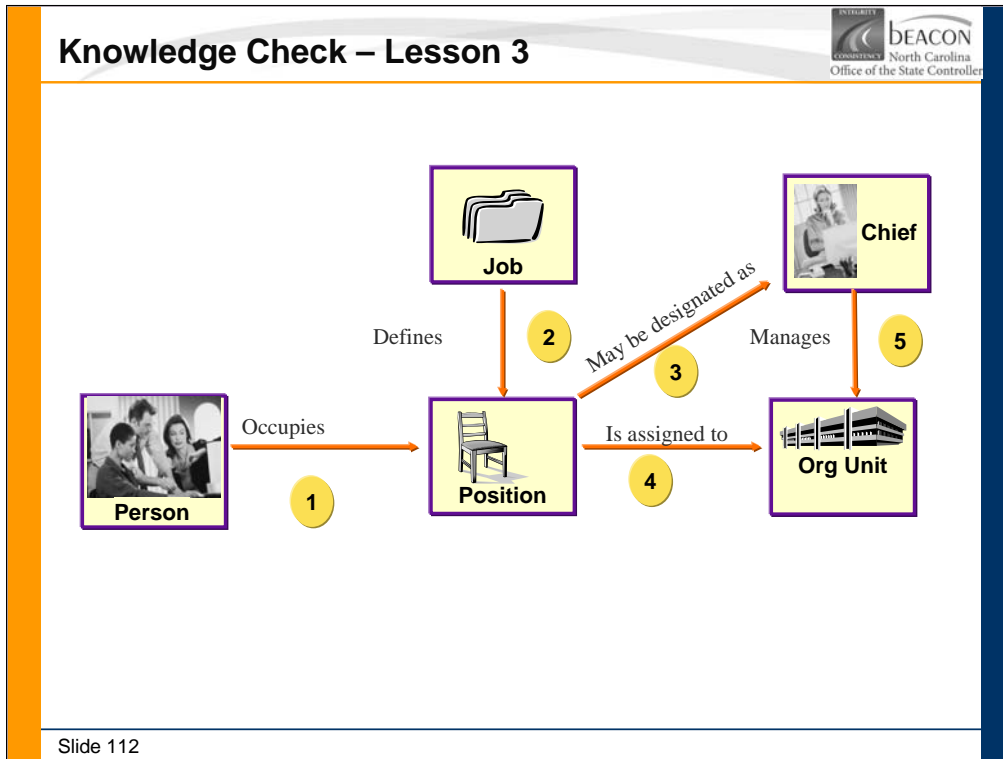
## Knowledge Check – Lesson 1



T	F	Question
	F	1. The Employee Subgroup arranges employees by their type of status, and establishes business rules for calculating leave.
	F	2. The Employee Group defines more detailed and specific processing for payroll calculation rules, for example, if employee is subject or not subject to FLSA.
T		3. The Payroll area describes the pay frequency and payroll cycle for each employee.
T		4. The company code is the highest level of the company structure as defined by Finance.
	F	5. The Personnel Area further defines employees in order to identify various working schedules so that Time Management can define groups of specific time entry rules.
	F	6. The Personnel Subarea is used to identify the specific agency for whom the employee works.

Slide 111

**Notes:**



Answers

1. A person **occupies** (holds) a position.
2. A job **defines** a position.
3. A position **may be designated as** chief. In other words, a chief is also a position.
4. A positions **is assigned to** an org unit
5. A chief **manages** an org unit

Notes:



## Knowledge Check – Lesson 3




Terms	Definitions
2 - Company Code	The highest org unit of financial accounting (NC01)
8 - Personnel Area	Defines a specific agency within the State
1 - Chief Position	The position responsible for managing transactions within an org unit
7 - Person or Holder	Employees - persons are assigned directly to positions which are described by jobs and assigned to an org unit
5 - Org Unit	Represent any type of organizational entity found in the State and are assigned to cost objects
4 – Job	Provides a general classification of tasks that are routinely performed together and is used to describe several positions.
10 – Position	Described by a job and related to an org unit. May be held by one person or many people
9 - Personnel Structure	A description of the employee's position in the State.
3 - Enterprise Structure	Provides legal and reporting requirements, including the Company Code, Personnel Area, Personnel Subarea, and Cost Center
6 - Organizational Structure	Defines the hierarchical relationship between organizational management objects including org units, jobs, and positions

Slide 113

**Notes:**

**Brain Teaser Trivia Answer Sheet**



Total Loss

Tuna fish (2na fish)

No one to blame

Down to earth

Too intense

All mixed up

Someone's following me!

Slide 114

**Notes:**